

# MR. SAJJAD A. ALMUDHRY

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Saudi  
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October 20, 1998

## OBJECTIVE

To obtain position in the field of executive secretary in order to develop and help the company that I will work with it. Also, to develop my skills.

## EDUCATION

INSTITUTE OF PUBLIC ADMINISTRATION (IPA)  
*Diploma of Executive secretary (4.50 GPA)* (January 2020)

## EXPERIENCE

Internship Trainee, ALANSARI HOLDING CO, December 2019

## COURSES

Summer Student program (A), Saudi Aramco English Courses, 2014  
Report preparation, institute of Public Administration, how to write a professional report, October 2018.

## VOLUNTEER

Volunteer, Righteousness of parent's day, March, 2014  
Celebration of AL-Dhokla in Qatif, Summer 2013  
Volunteer, Social Development Committee in Hilla Mahish, Summer 2014

## SKILLS

- Bilingual (Arabic: native, English: very good)
- Expert in Microsoft Office
- Microsoft Outlook
- Typing
- Adobe Photoshop
- Adobe Illustrator
- Communication
- Decision Making
- Time Management
- Easily Adaptable
- Teamwork
- Self Confidence
- Self-learning

*Note: documentation available upon request*