

Saleh Ibrahim Alaqil
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Address: 3847 Shagruon Al-Maghrawi, Ar Rawabi, Riyadh.

Objective: To use my skills in the best possible way for achieving the Organization's goals.

Education:

Summer 2014
Columbia School of English, Portland, OR, U.S.A

May 4, 2015 to August 1, 2015
Portland English Language Academy in Portland. Portland, OR, U.S.A

Sep 29, 2015 March 18, 2016
Intensive English Language Program at Portland State University. Portland, OR, U.S.A

2016- 2019
Institute of Public Administration, Hospital Administration Program
Diploma, Riyadh, KSA.

Training:

2018 National Guard hospital, Riyadh, KSA- 7 weeks Patient Service.

Licenses and certifications:

Technician-Health services administration and hospitals from Saudi Commission for Health specialties.

Work experience:

Admin Assistant II, National Industrial Clusters Development Program (NICDP), Feb 2019 to present.

Special Skills:

- Bilingual in English and Arabic.
- A good typing speed in English and Arabic.
- Use computer applications for office works (Excel, Access, word, publisher, outlook, PowerPoint).
- Medical Terminology.
- Organize and manage offices.
- Organize and store documents.
- Carry out correspondence and reports.
- Secretary Policies and Skills.