



Salem Mohammed Al-Daamah

Age: 24
Date of Birth: 16/07/1998

Graduate of the Institute of Public Administration, (IPA) specializing in Executive Secretary in 2023

Skills

Proficiency in MS Office Applications

Communication skills

Time Management

Quick Learner

Work Under Pressure

Education

Institute of Public Administration,
Diploma Executive Secretary

Electronic courses

Fundamentals of shopping plans
Fundamentals of financial analysis
Business model
English listening

Experiences

Dammam Medical Complex (full time)
Practical application for graduation in the
Department of Home Medicine,
a secretary employee in the department
From 01/22/2023 to 03/02/2023

Languages

English, advanced

Contact Details

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