

SUMMARY

- Administrative Assistant in Human Resource - Recruitment for 3 years.
- Senior Administrative Assistant in Human Resources - Employee Support for 5 years.
- Executive Administrative Assistant in Communication - Public Relations for 3 years until now.

EDUCATION

Diploma - Specialist Photographer

Prince Ahmed bin Salman applied media academy

2019

Riyadh

Certified certificate from the General Organization for Technical and Vocational Training

Communication Skills and the Art of persuasion and influencing others

Tharwa training center

2019

Public relations and media skills

Merica training center

2017

Dubai

Diploma In executive secretary

Institute of Public Administration

20062008

Riyadh

MOST PROUD OF



Physical Organization

Creative Thinking, Effectiveness, Productivity



Planning

Analyzing Issues, Decision Making, Project Management



Team Work

Collaboration, Delegation, Goal Setting, Group success

AREAS OF EXPERTISE

Public Relations

Event management

Social services

Photography



Siddik Alsulimany

Executive Administrative
Assistant

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0545407788

Riyadh

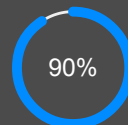
Saudi

04/07/1986

Single

Siddik Alsulimany

LANGUAGES



English

HOBBIES



Movies



Specialty coffee



Up to date

WORK EXPERIENCE

Executive administrative assistant

Saudi Industrial Development Fund SIDF

Jan 2009 - Dec 2020

Riyadh

1- worked in HR department - recruitment division as administrative Assistant for 3 years

- Call the candidates and arrange the Tofel test and job interviews
- Meet with different department to discuss their vacancy jobs needs
- Secretary Work

2- Worked in HR department - employee support division as Senior Administrative Assistant for 5 years

- Establish the new employees account in the intranet
- Follow up the employees attendance and absent
- Preparing all salary identification certificates

3- worked in Communication department - Public Relations as Executive Administrative Assistant since 2017 until now

- Event management
- Social Services
- Photography

COURSES

Safety and health Occupational

2020

Crash training center

Riyadh

First aid paramedic

2019

Red Crescent Authority

Riyadh

Communication skills and the art of persuasion and influencing others

2019

Tharwa training center

Dammam

Official Visits Preparation Protocol

2018

Administrative expert

Cairo

Infographic through Illustrator

2017

new horizon training center

Riyadh

Successful administrative assistant

2015

Arabian Academy

Sharm Alshaikh

Administrative and behavioral skills of employees

🏠 2014

Kafa'at training center

Dammam

Arts and skills of time and self management

🏠 2013

Oasis of creativity training center

Dubai

Development and effectiveness of administrative performance

🏠 2012

Administrative Development training center

Dubai

An entrance to administrative excellence

🏠 2011

Kafa'at training center

Dammam

Skills of dealing with others in the work environment

🏠 2010

Kafa'at training center

Dammam

Excellence and creativity in secretarial work

🏠 2009

Kafa't Training Center

Dammam