







# Ziyad Al Naseef

Executive Administrative Assistant

-  Saudi
-  Riyadh, KSA
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## Summery:

I'm Ziyad Al Naseef married , graduated from High School after that worked at International Center as Secretary & Data Entry for (one year), then worked at Unicharm Company as Secretary & Administrative Assistant for (two years), after that Studied & Graduated from IPA in Riyadh since 2009 , then worked at Saudi FDA as Administrative Assistant for (Six years), after that went to studied in Australia (five months English Language), & came back to KSA, then worked as Secretary at TAQNIA Company for (one year), However worked as Executive Administrative Assistant for VP at Tamkeen Technologies from 15/July/2018 until now.

Finally I'm have many training courses in multiple fields in 2021, and I would like to utilize my education and experience acquired to work in an organization where I can use my skills effectively & efficiently.

## EDUCATION:

- 09-2006 → 07-2009 **Institute of Public Administration**  
Diploma Executive Secretary , since 2009
- 07-2015 → 11-2015 **Browns & Tafe Institute**  
English language Course , (five months) since 2015
- 09-2003 → 03-2004 **Al Aqmar Institute**  
Data Entry & Information Processing Computer course (six months) since 2004

## WORK EXPERIENCE:

- 07-2018 → present **Tamkeen Technologies**  
Executive Administrative Assistant for VP  
**Responsibilities:**
  - Writing & preparing a letters.
  - Organizing the appointment for VP.
  - Arranging meetings for VP.
  - Writing the Minutes of the Meeting.
  - Follow up the documents with other departments internal the company.
  - Organizing the vacations table for all the employees internal the sector.
  - Ability's to used Microsoft Office Word, Excel, PowerPoint , Teams, Outlook, Planner and Visio.
  - Responsible for DMS systems ( Income & outcome letters).

07-2017 → 07-2018

**TAQANIA**

Secretary

**Responsibilities:**

- Writing & preparing a letters.
- Organizing the appointment for Manager.
- Arranging meetings for Manager.
- Writing the Minutes of the Meeting.
- Follow up the documents with other departments internal the company.
- Responsible for DMS systems ( Income & outcome letters).

09-2009 → 03-2015

**Saudi Food & Drug Authority**

Administrative Assistant

**Responsibilities:**

- Writing & preparing a letters.
- Organizing the appointment for Manager.
- Arranging meetings for Manager.
- Writing the Minutes of the Meeting.
- Follow up the documents with other departments internal the Saudi FDA.
- Organizing the vacations table for the employees internal the sector.
- Responsible for DMS systems ( Income & outcome letters).
- Calling the candidate for the job & receiving the documents with him and follow up with HR.
- Printing the ID for the employees in Saudi FDA.
- Archiving the documents in the systems.
- Preparing the Business Card for the employees.

04-2006 → 03-2008

**Unicharm Gulf Hygienic Industries Ltd**

Secretary & Administrative Assistant

**Responsibilities:**

- Writing & preparing a letters.
- Organizing the appointment for Manager.
- Arranging meetings.
- Responsible for DMS systems ( Income & outcome letters).
- Archiving the documents in files.
- Exchange of petrol cards, oil change and car wash to sales representatives.
- Follow-up the maintenance of cars sales representatives in the workshop.

09-2004 → 08-2005

**International Centre For Electronics & Systems**  
Secretary & Data Entry




**Responsibilities:**




- Writing & preparing a letters.
- Organizing the appointment for Manager.
- Arranging meetings for Manager.
- Responsible for DMS systems ( Income & outcome letters).
- Receiving & sending the mails for the Centre.

**PERSONAL SKILLS:**

- ✓ Hard Worker, negotiating, and problem-solving skills.
- ✓ Able to work on my initiative or as part of a team.
- ✓ Excellent conceptual and analytical skills.
- ✓ Managing tasks and problem-solving skills.
- ✓ Analysis and Decision-Making skills.


**SOFTWARESKILLS:**

Microsoft Power Point   
Microsoft Excel   
Microsoft Planner 

Microsoft Word   
Microsoft Outlook   
Microsoft Teams 

**LANGUAGES:**

English 

Arabic 

**HOBBIES:**

  
Reading

  
Swimming

  
Travelling

## TRAINING COURSES:

1. Certificate Virtual Interviewing for HR Aug 2021.
2. Certificate HR Communication in Today's Fluid Workplace Aug 2021.
3. Certificate Human Resources Managing Employee Problems Aug 2021.
4. Certificate Administrative Human Resources Aug 2021.
5. Certificate Excel PivotTables in Depth Aug 2021.
6. Critical Thinking Jun 2021.
7. Certificate Visio 2019 Essential Training Jun 2021.
8. Quality Management Foundations Jun 2021.
9. Certificate Microsoft Planner Quick Tips Jun 2021.
10. Certification Prep Professional in Human Resources PHR Jun 2021.
11. Certificate Solving Business Problems Apr 2021.
12. Certificate Negotiating Your Leadership Success Apr 2021.
13. Certificate Business Process Improvement Apr 2021.
14. Certificate Creating Your IT Strategy Apr 2021.
15. Certificate Solving Business Problems Apr 2021.
16. Certificate Excel Creating a Basic Dashboard Mar 2021.
17. Certificate Microsoft Office 365 Administration Office Mar 2021.
18. Certificate The Management of Change Mar 2021.
19. Certificate Creating a Business Plan Mar 2021.
20. Certificate Leadership Essentials Mar 2021.
21. Certificate Problem Solving in the Workplace Mar 2021.
22. Certificate Successful Communication Skills in the Workplace Mar 2021.
23. Certificate Analyzing Big Data with Hive Mar 2021.
24. Certificate Creating a Business Plan Mar 2021.
25. Certificate Excel Power Pivot Mar 2021.
26. Certificate Managing and Analyzing Data in Excel 2010 Mar 2021.
27. Certificate Strategic Human Resources Mar 2021.
28. Certificate Excel Creating a Basic Dashboard Mar 2021.
29. Certificate Successful Communication Skills in the Workplace Mar 2021.
30. Certificate Excel Filtering Data Mar 2021.
31. Certificate Institutional innovation course May 2021.
32. Certificate Solve Problems & Make Decisions Course May 2021.
33. Certificate Motivating Employees Course Apr 2021.
34. Certificate Master Microsoft Excel 2013 - Apr 2021.
35. Certificate Successful Administrative Leadership to Crises Apr 2021.
36. The Certified Executive PA Masterclass Course Feb 2021.
37. The Overcome of Work Pressures and Managing it Feb 2019.
38. Program Planning, Organization, Follow-up, and Innovation at work Mar 2013.
39. Modern Secretary Jul 2010.
40. Modern Secretarial and Contemporary Office Engineering Mar 2010.
41. Practical Training from 23/May/2009-01/July/2009 at Saudi Electricity Company in Riyadh.