



## SAAD EISA AL-ANAZI

**Nationality:** Saudi

**Marital Status:** Married

**Date of Birth:** 04-09-1987

### Contact

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**Phone:**

+966557770592

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### Languages

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- Arabic – native
- English – very good

### Summary

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Experienced Secretary with passion. Skilled in Office Management for 10 years. Hard working Secretary with a Diploma in Executive Secretary from Institute of Public Administration.

### Skills Highlight

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- Team working
- Hard working
- Good communication
- Time management
- Innovative
- Service-focused
- Using computer
- Typing Arabic and English by touch

### Experience

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**Secretary :** secretary of Ash Shura Council member since 11-04-2012

**Founder** and Board Member of The Commission for Social Development in Assalam Area

### Education

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- **Diploma**  
Institute of Public Administration specialized in Executive Secretary 12-10-2008 to 04-02-2011
- **International Certificate in IT skills Foundation**  
Basic level certificate from Talal Abu-Ghazaleh Organization and technical and vocation training corporation validated award in collaboration with Cambridge International Examinations 25-05-2015

### Courses

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- **Electronic Secretarial**  
Course from Institute of Public Administration for 5 days
- **Secretarial and Electronic Archiving**  
Course from Awasser Al Ma'arifah Center for 2 weeks
- **Basic Skills of Computer and Electronic Transactions**  
Course from Al Khaleej Training and Education for 7 weeks
- **Documents Management System**  
Course from Global Vision for Human resources & Development for 2 days