

Yasmen Mohsen Alenezi

Objective

Self-motivated, ambitious, very organized and detailed person , always have the passion to work and finish the tasks on time and as required. Looking forward to be a member of an ambitious environment the will enable me to work and gain more experiences and knowledge.

Contact

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Education

Diploma in Executive Secretary from Institute of Public Administration

GPA: 4.65 of 5

Training

- King Abdulaziz Medical City (as administrative assistant at facilities management for six weeks)
- Saudi Red Crescent Authority (as executive secretary for six months)

Skills

- Using Microsoft Office programs (Word, Excel, PowerPoint, Outlook)
- Interpersonal Skills
- Problem Solving
- Multitasking
- Teamwork
- Time Management
- Work Under Pressure

Development Courses

- Executive Series- Practice MS Office Skills
- Safe cyber practices
- Basic English – Pre Intermediate
- Basics of internal auditing CIA-1

Languages

-Arabic (Native) - English (Intermediate)