

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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Address: Riyadh

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)

Experience:

- Worked for two months and a half at Saudi Red Crescent Authority as Executive Secretary

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)