



# Lulwah Saad Saeed Al-Turki

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ADDRESS

Riyadh

## SKILLS

### MICROSOFT OFFICE

Word, PowerPoint, Excel

### COMMUNICATIONS

Collaborative team member

### ORGANIZATIONAL

Time Management Skills

### MULTITASKING

Multitasking, Pressure Handling Skills

### ACCURACY

Attention to details

### TOUCH TYPING ARABIC

27 word per min

### TOUCH TYPING ENGLISH

26 word per min

### WRITING SPEECHES

### WORKING ON PROGRAMS

BioTime , Oracle , CTS

## LANGUAGES

ARABIC

ENGLISH

## ABOUT ME

Highly dependable and ambitious Executive Secretary, looking for a challenging position utilizing strong administrative, customer service and communication skills to provide adequate support to the executives

## EDUCATION

2015 - 2017 Institute of Public Administration

Diploma of Executive Secretary

Riyadh, Saudi Arabia

GPA: 4.48 /5

## COURSES

2021 Alnahda Society

Volunteer - Data collector for 16 Hrs

2017 Institute of Public Administration

Electronic Waste

2017 Institute of Public Administration

Smart Applications

2015 Princess Nora bint Abdul Rahman university

Scientific Encounter

responsible citizen march towards a promising future

## WORK EXPERIENCE

1 April 2020 - April 2021

IT DEPARTMENT SECRETARY

King Khaled Eye Specialist Hospital

2 Jul 2019 - Jan 2020

CEO SECRETARY

Nayarah Company

3 2017

Training Course

King Fahad Medical Center