



Lulwah Saad Saeed Al-Turki

PHONE

053 455 4383

E-MAIL

lulualturki21@gmail.com

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