

SOMAIA ALSWAILEM

Riyadh · 0500997969

Somaiax94@gmail.com

[LinkedIn Profile: https://www.linkedin.com/in/somaia-alswailem-927075193](https://www.linkedin.com/in/somaia-alswailem-927075193)

EXPERIENCE

10 OF OCT -2021 – 12 OF DEC -2021

CONSUMER PROTECTION ASSOCIATION –EXECUTIVE SECRETARY (COOPERATIVE TRAINING).

1 JAN 2022 – 3 MAR 2022

CONSUMER PROTECTION ASSOCIATION, MEMBERSHIP MARKTING SPECIALIST (VOLUNTEERING).

18 DEC 2022 – Present

MR MANDOOb COMPANY ENTRY DATA CLERK.

EDUCATION

12 DEC 2021

DIPLOMA "EXECUTIVE SECRETARY", INSTITUTE OF PUBLIC ADMINISTRATION GBA 4.6 OF 5.

12 DEC 2018

CIT - ALFAISAL ACADEMY- SQA SCOTTISH QUALIFICATION AUTHORITY.

COURSES

- Communication with clients.
- Administrative leadership.
- Facilities Management.
- Performance Management.
- Secretary and Office Management.

SKILLS

- Time management.
- Team work.
- Communication.
- Fast learner.
- Planning.

LANGUAGES

- Arabic.
- English.

ACHIVMENT

Medal Of The First Degree From Consumer Protection Association.