

# Mzuon Saad Alqhtani

administrative



## Personal Information

- Date of Birth**  
Aug 1999
- Nationality**  
Saudi
- Social status**  
Single
- Phone**  
0534549622
- Email**  
Mzuonsq@gmail.com
- Address**  
Riyadh, Saudi Arabia

## Languages

English 

## Interests

- volunteer
- social activities
- reading

## Objective



Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.



## Education

- Executive Secretarial Diploma** July 2019 - Apr 2021  
Institute of Public Administration

## Skills

- work under pressure** 
- Proficiency in writing and word processing** 
- High organization of work and time** 