

MAJDI ALSULMI

0561737058

Makkah 24412

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Professional summary

Executive administrative support professional offering versatile office management, planning and marketing skills. Adept at managing administrative teams and supporting senior management officers. Keen focus on detail, accuracy and business impact of reports and communications. Expertise in Microsoft Office and QuickBooks software.

Skills

- Human resource laws knowledge
- Accurate data entry
- Fast typing speed
- Mail handling
- Ten-key data entry
- Social media knowledge
- Efficient under pressure

Work history

EXECUTIVE SECRETARY, 10/2022 - 03/2023
Al Noor Specialist Hospital, Makkah

Education

Diploma: network technology
Pioneers Of Higher Giving Institute For Training - jida, 06/2021

Certifications

- [Customer service and sales] Training - [15 day]

Courses

Osha course