

Holds a Diploma in Executive Secretary and has about 3 years' experience working as Executive Secretary.

## **PERSONAL DATA**

Nationality : Saudi Arabia  
Residence : KSA

## **EDUCATION**

: Diploma in Executive Secretary, Institute of Public Administration, 2019

## **LANGUAGES**

Arabic : Native Language

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **TRAINING COURSES AND CERTIFICATIONS**

: Executive Secretariat Series – Continues effectively, Doroob (2020).  
: Emotional intelligence and society course, Edraak (2022).  
: Reporting course, Ethrai (2022).

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Jan. 2020 till now  
**Employer** : Doroob – KSA  
**Job title** : Executive Secretary