

Personal Profile:-

Name: Majed Hussain Ali Alfulful.

Major: Executive Secretary.

Nationality: Saudi.

Email: majed.alfulful@gmail.com.

Mobile#: 0576478190.

SUMMARY

Executive Secretary, self-motivated, flexible and team player.

EDUCATION

Alburhan secondary School, Grade:- 78.00 of 100.00

☐ **Diploma degree in Executive Secretary, Institute of Public Administration,**

Grade: Very Good, GPA **4.04** out of **5**,

Date of Graduation: 05/16/2018.

SKILLS SUMMARY

- ☐ secretarial and administration tasks.
- ☐ Proficient with MS Word, Excel and Power Point.
- ☐ Planning and Organizing.
- ☐ teamwork.
- ☐ Ability to work under pressure.
- ☐ effective communication, interpersonal and presentation skills.

TRAININGS

☐ English Language with 4 Levels training, English language center,

Institute of Public Administration.

☒ Practical application including arranging appointments and managing daily agenda, answering phone calls, preparing memos and correspondence for 6 weeks in **Eastern Region Emirate**.

LANGUAGES

Arabic / Native

English / Fluent

REFERENCES

Dr. Saeed Alghamdi

lecturer/trainer

Mobile#: **0576478190**.