



Mahdi Saleh Ghareeb

Executive Secretary

Responsible for supporting high-level executives and management or entire departments. Provides administrative support and performs numerous duties, including scheduling, writing correspondence, emailing, handling visitors, routing callers, and answering questions and requests.



abo.ghareeb97@gmail.com



0540665436



Asawliah , Eastern Province,
Safwa, Saudi Arabia



02 July, 1997

SKILLS

Microsoft Office: Word,
Excel, Access, Outlook,
Power Point

Time Management

Active Listening Office
Suite

60 WPM typing speed

LANGUAGES

English
Professional Working Proficiency

INTERESTS

Drawing

Design

EDUCATION

Associate Degree In Executive Secretary Institute Of Public Administration, Dammam

09/2016 – 05/2019

GPA: 4.08 out of 5.00

Administrative Sciences Safwa Secondary School

2014 – 2016

87% very Good

Courses

- ▣ Library and Research
- ▣ Accounting
- ▣ Economics
- ▣ Computer, mathematics, history & English
- ▣ Administration

TRAINING & WORK EXPERIENCE

Cooperative training Jubail Technical Institute

03/2019 – 05/2019

Achievements/Tasks

- ▣ Maintained supplies of office equipment
- ▣ Professional reception services.
- ▣ Stored the document in the Electronic Filing archiving cabinets (Lektriever)
- ▣ Photocopying & printing

Executive Secretary Aljomaih automotive Ltd

12/2019 – 01/2020

Dammam

Financial Dept

Achievements/Tasks

- ▣ responsible for ensuring the efficiency and effectiveness of the executive's office by providing information, management support, travel/business trips assistance and documents preparation, coordination with related departments and other stakeholders as well as handling all the administrative management for the executive as assigned.

Technician General Industries Company Ltd

11/2019 – 12/2019

Jubail

Rubber products supplier

Achievements/Tasks

- ▣ Job Card Reports, send job details to workers out in the field and to get information back about the work done on each job.

CERTIFICATES

Cooperative training certificate from the Royal Commission (03/2019 – 05/2019)

ACHIEVEMENTS

Got 80 in the General Aptitude Test (Qiyas)