

# ALAA ALMUZIL

Eastern Province – Kingdom of Saudi Arabia  
Amuzil@hotmail.com • +966 562 689 094

## OBJECTIVE

Seeking for Executive Secretary opportunity where I can apply my educational background to improve my skills, which will contribute to enhance the employer work environment.

## EXPERIENCE

- SEPTEMBER, 2018 – CURRENT  
**EXECUTIVE SECRETARY**, KING KHALED EYE SPECIALIST HOSPITAL
- JULY, 2018 – AUGUST, 2018  
**EXECUTIVE SECRETARY**, MODREN WASEET LOGISTICS
- APRIL, 2018 – MAY, 2018  
**EXECUTIVE SECRETARY TRAINEE**, KING KHALED EYE SPECIALIST HOSPITAL

## EDUCATION

- JANUARY, 2016 - MAY, 2018  
**ASSOCIATED DEGREE IN EXECUTIVE SECRETARY**, INSTITUTE OF PUBLIC ADMINISTRATION  
RIYADH, SAUDI ARABIA – GPA: 4.89 out of 5
- APRIL, 2018  
**PROFESSIONAL REPORTS WRITER CERTIFICATE**, IVRONY TRAINING AND CONSULTING  
RIYADH – SAUDI ARABIA
- JUNE, 2014 - JUNE, 2015  
**ENGLISH CERTIFICATE**, ELS LANGUAGE CENTER  
RICHMOND, KENTUCKY – UNITED STATES OF AMERICA

## SKILLS

- Information management
- Microsoft Office
- Manage Business Schedules
- Ability to work under pressure
- Strong communication skills

## ACADEMIC COURSES

- Management Communication
- Accounting
- Communication
- Public Relations
- Secretary Skills

## LANGUAGE

- Arabic
- English