



# JAMAL ALSOMALI

Executive Secretary

## CONTACTS

### PHONE NUMBER

+966565112500

### EMAIL

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### ADDRESS

JEDDAH, 23763, Saudi Arabia

## LINKS

### LINKEDIN

<http://linkedin.com/in/jamal-alsomali-a18826246>

## PERSONAL DETAILS

### Date of birth:

1/9/1982

### Nationality:

Saudi

### Marital status:

Single

## ABOUT ME

I've worked for more than a decade in the Chairman / CEO office of Saudi Binladin Group which oversaw some of the most prominent construction projects in Saudi Arabia. I handled the communication and coordination between the executives and various internal teams and external 3rd parties and government agencies during major projects in Saudi Arabia, such as (The expansion of the Holy Mosque in Makkah, The expansion of the Prophet's Mosques in Madinah, Makkah Clock Tower and King Abdulaziz International Airport in Jeddah). This experience gave me a wealth of knowledge in terms of time organization, effective communication, and project management. I look forward for positions that bring similar challenges and opportunities for growth

## WORK EXPERIENCE

### EXECUTIVE SECRETARY - CHAIRMAN'S OFFICE

Jeddah

Saudi Binladin Group (HQ)

Jun 2010 - Oct 2018

Manage the executives appointments. Attend meetings and keep notes. Manage and coordinate communication between various company departments, 3rd parties and government agencies. Make travel arrangements. Draft letters and memos and maintain document confidentiality. Manage office supplies. Work duties extend beyond normal work hours

### EXECUTIVE SECRETARY - CEO'S OFFICE

Jeddah

Saudi Binladin Group (O&M)

Nov 2018 - Present

Manage the CEO's agenda and assist in planning appointments, board meetings, conferences etc. Attend meetings and keep minutes. Manage phone calls. Handle all outgoing and incoming correspondence. Draft letters and memos. Make travel arrangements. Monitor office supplies and maintain electronic and paper records

## EDUCATION

2005

### BACHELOR OF SCIENCE

King Abdulaziz University, Jeddah

A bachelor degree of science in a double major: Computer Science and statistics

## COURSE

### ESL

CSUSB

Mar 2006 - Feb 2007

## INTERNSHIP

### DATA ENTRY

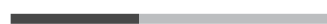
San Bernardino

CSUSB

Mar 2007 - Feb 2008

## SKILLS

Project Management



Time Management



Executive Management



Microsoft Windows



Microsoft Office



## LANGUAGES

Arabic



English

