

Abdulaziz Almadud

Public administration

AbdullazizF@outlook.com

+966556606454

Riyadh, Saudi Arabia

Education

Bachelor of Public Administration , Technical College	2020 – 2023
Diploma in Office Management , Technical College	2017 – 2020

Summary

A motivated individual with a Diploma in Office Management and a Bachelor's in Public Administration. Worked as a secretary and editorial secretary, known for discipline, organization, and the ability to perform administrative tasks efficiently.

Experience

King Abdullah Elementary School , Secretary	09/2023 – 03/2024
<ul style="list-style-type: none">- Report writing- Managing phone calls and answering inquiries- Organizing and archiving paper and electronic files- Confidentiality of official information	

Unaizah Fayed Association , Secretary	04/2019 – 11/2019
<ul style="list-style-type: none">- Report writing- Receiving visitors- Administrative support- Writing projects- data entry- clerk	

Courses

- Advanced Risk Management	- Secretarial Series
- Introduction in IT	- Microsoft Outlook

Skills

- Task management	- Drafting and printing reports
- Communication skills	- Problem solving and decision making
- Flexibility in handling changes	- multitasking