

Latifa Mohammad Al Slaeem

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EDUCATION

Institute of Public Administration,
Diploma in Executive Secretary
05/2019
GPA 4.90 out of 5

PROFESSIONAL EXPERIENCE

Administrative Leadership Development Academy, Secretary
04/2019 – 05/2019
Cooperative Training

COURSES AND WORKSHOPS

Professional Resilience, Deakin University
05/2020

Basic English 2 PER-INTERMEDIATE,
King's College London
04/2020

Time management, Ethrai
04/2020

Microsoft Excel, Rwaq
11/2019

Communication Skills course, Edrak
07/2019

Key Negotiation Skills course, Doroob
07/2019

IT in The Workplace course, Doroob
07/2019

The Distinction in The Work Environment workshop,
Institute of public administration
04/2019

The English Language course,
Saudi Academy for Language and Training
08/2018

Introduction in Microsoft Office workshop,
Institute of public administration
10/2017

SKILLS

Secretarial Skills
Office Management
Customer Relation and Communication
Microsoft Office programs
Typing speed on keyboard
Teamwork
Flexible
Quick Learner
Hard worker

LANGUAGES

English
71 on STEP Test



VOLUNTEER WORKS

Smart Investor, Capital Market Authority
11/2019

The Future Of Leadership Of Women Event,
Administrative Leadership Development Academy
04/2019