

Full Name

Executive Secretary

Location: [City, Country] Phone Number: [Your Phone Number] Email Address: [Your Email] LinkedIn Profile: [LinkedIn URL]

Dedicated and detail-oriented Executive Secretary with over 6 years of experience providing high-level administrative support to top management. Skilled in calendar management, professional communication, document preparation, and office coordination. Seeking to contribute my organizational skills and multitasking ability in a fast-paced and professional work environment.

Work Experience

Executive Secretary – Company Name

2021 - Present | *Riyadh, KSA*

- Manage executive calendars, schedule meetings, and coordinate business travel.
- Prepare reports, presentations, and internal communications for senior executives.
- Maintain confidential records and handle sensitive information with discretion.
- Liaise between departments and external clients to ensure smooth communication.

Administrative Assistant – Company Name

2018 – 2021 | *Riyadh, KSA*

- Provided daily administrative support for the operations and finance departments.
- Organized company events, meetings, and documentation.
- Created and managed filing systems both physically and digitally.
- Answered phone calls, managed correspondence, and assisted visitors professionally.

Education

Bachelor's Degree in Business Administration

[University Name] – [City, Country]

Graduation Year: [20XX] | Grade: [Very Good / Excellent]

Key Courses: Management Principles – Business Communication – Financial Accounting – Office Systems – Time Management – Customer Service

Key Skills

- | | |
|--|--|
| • Executive Support & Confidentiality | • Calendar & Email Management |
| • MS Office Suite (Word, Excel, PowerPoint, Outlook) | • Report Writing & Document Formatting |
| • Written & Verbal Communication | • Multitasking & Prioritization |
| • Travel & Meeting Arrangements | • Interdepartmental Coordination |

Certifications & Training

- **Executive Secretary Diploma** – [Training Center Name] – [Year]
- **Microsoft Office Advanced Course** – [Provider] – [Year]
- **Business Communication Skills** – Coursera – [Year]

Languages

- **Arabic:** Native
- **English:** Very Good
- **French:** Basic (optional)