

Curriculum Vitae

Name: Basem Salem Saghir Al-Saghir

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Professional Summary

Experienced Executive Secretary with a strong background in office administration and client relations. Skilled in organization, planning, and time management, with excellent communication abilities that foster teamwork and collaboration. Committed to delivering efficiency and excellence in administrative functions.

Education

- Bachelor's Degree in Business Administration – Imam Muhammad Ibn Saud Islamic University
- Diploma in Executive Secretarial Studies – Institute of Public Administration

Work Experience

- **Senior Operations Officer** – Arab Bank (June 2004 – October 31, 2008)
- **Executive Secretary** – King Fahad Medical City (November 4, 2008 – July 31, 2019)
- **HR Supervisor** – New Horizons Contracting and Maintenance Company (May 26, 2024 – February 18, 2025)

Training Courses

- English Language Course – Level 3 – Technical and Vocational Training Corporation
- English Language Course – Level 2 – Technical and Vocational Training Corporation
- English Language Course – Level 1 – Technical and Vocational Training Corporation
- Negotiation Skills – Banking Institute
- Electronic Archiving – Institute of Public Administration
- Text Processing – Institute of Public Administration
- Report Writing and Correspondence Skills – Gulf Creativity for Training and Consulting
- Planning, Organizing, and Directing in Office Management – Gulf Creativity for Training and Consulting
- Electronic Archiving – Community Service and Development Center, King Saud University
- English Language Course – Al-Faisal International Academy
- English Language Course – English Language Center, Executive Affairs and Training Department, King Fahad Medical City
- Excellence in Customer Service – AlJouna Training Center
- Train the Trainer Course
- Executive Secretarial and Office Management Course
- Administrative Assistant Skills Course
- Excellence in Customer Service Course
- Workplace Communication Course
- Sales and Customer Service Course
- Human Resources Course
- Training Bag Preparation and Design Course
- Business Management Course
- Change Management Course
- Creative Leadership Course
- Administrative Leadership Skills Course
- Computer Skills in Office Work Course
- Effective Listening Course