

Ghaida Nasser Alshehri

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EDUCATION

Imam mohammed bin saud Universiy, Riyadh, Saudi Arabia

Collage of Business and Management .Dec 2020

Overall GPA: 4.02 /5.

EXPERIENCE

Administrative Assistant – flow.ltd company

- Track vehicles and ensure shipments arrive on the Bazy Track system.
- Prepare reports and documents and manage calendars to schedule appointments.
- prepare invoices.
- provide general support to employees.

TRAINING COURSES:

- Digital Transformation During COVID19 Crisis, **2020**
- Administrative supervision course, **2020**
- Keys Of Effective Negotiation, **2019**
- Project management,2018.

OBJECTIVE:

Seeking an opportunity utilizing my knowledge and skills in the best possible way to build a long-term career with a position that will allow me to both contribute and lead me to personal and professional growth, where I can further develop myself in the fields of Economics, Finance, Business Administrations or Management projects.

SKILLS

- **Computer:** Microsoft: Excel, Powerpoint, And Word.
- Leadership
- Time Management And Fast Acting
- Team Work
- Presentation

Languages

Arabic (Native)

English (Average)