

Roaa Ahmed Salem Shuker

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CAREER OBJECTIVE

I want to join a company that has a competitive professional work environment in which I can achieve success, achieve the company's goals, develop my skills, and gain experience.

WORK EXPERIENCE

Administrative assistant

Aug 2022 - June 2023

Almalki Group Private School (Agial Almaali) | Dammam

- *Worked at the management department of the company's private school as a system manager for educational systems; in addition to solving technical problems for the employees based on needs and demand.*
- *Generate users accounts while ensuring the highest speed and accuracy of data entry.*
- *Generate usage reports of the educational system to raise percentages of use and identify problems.*
- *Identify and repair a wide range of IT related issues (hardware and software) while reporting to higher management.*
- *Made explanatory videos for each tool in the educational system.*
- *Worked at the media coordination department of the company's private school as a graphic designer; in designing advertising programs for the operational plan, and the most prominent is design visual identity and some of the video clips for an "idea" event program.*

Computer systems technician / Tamheer (On-the-job Training)

Jan 2022 - July 2022

Almalki Group Private School (Agial Almaali) | Dammam

- *Worked in designing advertising programs, activities and on the visual identity for the school graduation ceremony.*
- *Worked as the administrative assistant and technical support in the school.*

Administrative assistant

Supt 2018 – Apr 2019

Imam Abdulrahman Bin Faisal University IAU | Dammam

- *Worked on Excel and word spreadsheets and writing reports and working on the archives.*
- *Monitoring the exams and visible networks for the students.*

EDUCATION

Advanced diploma of Computer Science degree in Computer department.

Aug 2015 - May 2018

Imam Abdulrahman bin Faisal University | Dammam

TECHNICAL SKILLS

Programs: *Adobe Illustrator / Adobe Photoshop / Microsoft Office; Excel, PowerPoint, Word / Microsoft Project.*

PERSONAL SKILLS

Time Management / Speed of work and love completion / Creativity and completion spirit / Documents writing and editing / Problem solving / Attention to detail and high organizational capabilities.

CERTIFICATES

Social Media Design and Management / Graphic Design Principles / Microsoft Excel and Create Database / Introduction to Data Entry and Word Processing / Graphic Design and Social Media Design, and many of other certificates.

LANGUAGE

- *Arabic*
- *English.*