

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 school as a system manager for educational systems.
- Generate users accounts while ensuring the highest speed and accuracy of data entry, and usage reports of the educational system to raise percentages of use and identify problems.
- Worked at the media coordination department as a graphic designer; in designing advertising programs, and the most prominent is design visual identity and some of the video clips for an "idea" event program.

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

Jan 2022 - July 2022

Almalki Group Private School (Agial Almaali) | Dammam

- Worked at the media coordination department as graphic designer; 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 as an administrative assistant on Excel and word spreadsheets program, and generate reports and working on the archives files.
- 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

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

COURSES

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

LANGUAGE

- Arabic
- English.