

P.O. Box: 456, Zip Code: 31911 Qatif
Eastern Province, Kingdom of Saudi Arabia.

Phone Mobile +966536257282
E-mail:
Amonav23@hotmail.com

AMNA FOUAD AL-SHYOOKH

Objective

Seeking a challenging & interesting career to develop my skills & increase my knowledge with potentiality to achieve my personal objective. Willing to handle responsibilities of all kinds of business, I am a fast learner & I will be eager to learn more.

Personal

Information

- Marital status: Married.
- Nationality: Saudi.
- Date of birth: 09/05/1987
- Place of Birth: Qatif.

Education

- 2007-2009 Graduated in 2009 from Al Khaleej Training and Education
- Diploma in programming technology, GPA: 3.93.
- [2005] High school (degree : good) Qatif

Professional

experience

I worked on many projects that are related to my major including:

Graduation project of an integrated system for the management of a public library using the program Visual Basic and work on databases.

Working since June -2011 till June 16- 2016, in AL Qatari Engineering Consultants as Executive Secretary.

Working since June – 2016 till January 31- 2018, in SAFANA UNITED TRADING COMPANY as Quotation and Aramco Coordinator.

Working since February – 2018 till October - 2019, in ILK middle East as Administrative Manager.

Working since October – 2020, in Raseel AlKhair General Contracting Co as Administrative Officer.

Languages

Arabic & English (written and spoken).

Personal

Qualities

Teamwork Active team member who takes the initiative to complete given tasks, achieve given goals and deliver practical solutions.

Integrity – I inspire trust and confidence in both my colleagues and customers.

Customer Focus – Effective listener and advisor to customers.

TRAINING & SKILLS

Oxford English Course Arab Open University Sep. 2010-Dec 2010

Interests and activities

Attending seminars that are related to my major, Art, Languages, sport, computer & internet.

References

References are available upon request.