

# Areej Abdulhamid Alshahwan

Saudi Arabia – Riyadh · +966 503409714  
areej.76@hotmail.com

---

## PROFILE

I hope to get a job looking for Developing its employees and applying its skills And her experiences joining a work team Professional to develop skills and gain more Responsibilities and skills.

## EDUCATION

SEP 1993 – JUN 1995

**Diploma of Statistics and Finance**, Institute of Public Administration –  
RIYADH

## EXPERIENCE

FEB 2000– JUN 2007

**Administrative**, Al-Taawun National Schools.

- Accounting .
- Input data.
- Schedule and coordinate meetings and interviews.
- Outgoing and incoming works.

OCT 2008– JUN 2015

**manager assistant**, Al-Ebtkareh Schools.

- Accounting .
- Input data.
- Schedule and coordinate meetings and interviews.
- Outgoing and incoming works.

## SKILLS & LANGUAGE

- Lead the team And Work With the Team. (Excellent)
- Time Management. (Excellent)
- English Language. (Very good)
- Computer proficiency. (Very good)
- Connection and communicatio . (Excellent)

## CERTIFICATES

- Introductory course on strategic planning.
- Human resource functions.
- Advanced executive secretarial and office management.
- A course in Microsoft and Word.
- English training course.