

Salha Ail Alshaikhi

Kingdom of Saudi Arabia, Makkah, 0531616739. Salihaa951@gmail.com

EDUCATION

Department of Management Technology in the field of Small Business Management

International Technical College, Makkah, Saudi Arabia

Aug2017 – Jun2020

The Diploma Degree from the department of Management Technology in the field of Small Business Management with a G.P.A 4.10 out of 5.00 grad: Very good

WORK EXPERINCE

Customer Service coordinator

Elm Company, Makkah, Saudi Arabia

Jan2022 – Apr2022

Executive Secretary

King Abdallah Medical City, Makkah,
Saudi Arabia

Oct2022 – Until now

Tamheer programmer

Works Volunteer

Secretary

King Abdullah Medical City, Makkah, Saudi Arabia

Jan 2021 – Mar 2021

Call center

King Abdullah Medical City, Makkah, Saudi Arabia

Nov 2020 – Dec 2020

Administrative Assistant

Umm Al-Qura Women's Charitable Society, Makkah, Saudi Arabia

Oct 2020 – Oct 2020

TRAINING COURSES

Computer principles – Executive secretary – Administrative excellence – Contract drafting – HRmanagement skills and basics – Develop the skills of the HR Specialist

PERSONAL SKILLS

Microsoft programs – Communication skills – Management skills – Effective work