

shrouq alshaibani

CONTACT INFO

📍 Saudi Arabia, Riyadh

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JOB OBJECTIVE

Looking For an Administrative job to gain practical experience and develop my skills.

EDUCATION

2020 Diploma in Office Management

Princess Nourah Bint Abdulrahman University,
Colleges of Community
With a GPA of 4.45, Second class honors.

TRAINING

2020 Almasar Aldhabi Real Estate

Development&investment

- Entering the data of new employees into the system.
- Writing official letters to government agencies .

Languages

- Arabic
- English

SKILLS

Technical Skills

- Microsoft Office(Word,PowerPoint,Excel,Access).

Personal Skills

- Working under pressure.
- Efficient Communication.
- Good Worker in a team or as an individual.

COURSES

- (2020) Preparing reports and administrative correspondence, Intituse of Public Administration.
- (2020) First Secretarial Series. Dorooob platform.
- (2021) Work Ethics, Dorooob platform.