



ABEER ALSHAMRANI

Mobile:
0551643588

Email:
Alshamraniabeer92@gmail.com

Address:
Riyadh, Saudi Arabia

SKILLS

- Microsoft Office.
- Research and analysis
- Writing reports and letters
- Designing research forms.
- Organizational Skill.
- Diction skill.
- Time Management.

VOLUNTEER WORK

- Noura Al-Ataa to volunteer, Princess Nora bint Abdulrahman University.
- Saudi Scientific Society for Islamic studies (alhosna)

WORK EXPERIENCE

Human Resources Coordinator at ESNA Holding Company. Present
-Organize candidate data such as resumes, job assignments, and contact details in internal databases.
-Coordinating interviews and communicating with applicants.
-Assist in hiring and recruiting new employees and reviewing necessary files.

Deanship of Scientific Research, Princess Noura bint Abdulrahman University.

-Designing research forms.
-Classification of scientific research.

Saudi Scientific Society for Islamic Studies.

-Coordinating periodic meetings through the zoom program.

Career counseling and career support center, Princess Noura bint Abdulrahman University.

-Organizing and supervising training courses.
-Attendance registration and certificate issuance.
-Preparing trainin course schedules and entering trainees' data.

Al-Rowad national schools, Teacher.

-Teaching religious subjects.
-Organizing classroom activities.

EDUCATION

Master Degree in Islamic Culture.

Imam Mohammad Bin Saud Islamic University. 2017

Bachelor Degree in Islamic studies.

Princess Noura bint Abdulrahman . 2013

Diplom in Computer Applications.

Imam Mohammad Bin Saud Islamic University. 2020 - Present

COURSES AND TRAINING

- Activating electronic applicationa in research centers.
- Development of planning skills.
- Business protocol basics.
- Planning, organizing and leading.
- Methods of writing scientific research.
- Academic and professional stability.
- spss program
- Excel.