

MONA AL SHEHRI

Personal information

- Current Address : Riyadh – Al-Nuzha District
- Marital Status : Single.

Career Objective

- Getting a job in the administrative field to develop my capabilities and use my management knowledge and skills and my previous practical experience in this field to achieve the future goals of the organization.

Qualifications

- Holding a business administration diploma, Imam Muhammad bin Saud University 2016
- Holding a diploma in office technology 2011
- Holding a Bachelor degree in Sociology, King Saud University 2010.

Courses

- A 3 month-English course Berlitz Institute.
- A course in the gosi.
- An online course in human resources tasks.
- English language course in administrative terms for a period of 4 months.
- A course in statistical analysis, King Saud University, for one month.

Experience

- A human resources specialist in Al-Faihaa Construction Works and Contracting Company for three years.
- Human resources specialist in the Ministry of Labor for 4 months.

Skills

- Proficiency in using the computer, Microsoft Office programs and SAP programs
- The ability to communicate with different characters.
- The ability to learn things very quickly.
- Collaboration and teamwork.