

CURRICULUM VITA
NORAH AHMED AL-SHAMRANI
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DATE OF BIRTH : 13-09-1995

NATIONALITY : SAUDI

PROFESSIONAL SUMMARY

Seeking a challenging position within a reputable business organization with and through a dynamic team where I can utilize my skills, as well as developing my knowledge through my new job tasks in accordance with the organization's vision and objectives.

EXPERIENCE

- Administrative assistant, at (Elanco)
Currently working in Elanco, (started 01/03/2021 till now)
 - Human Resources Officer, at (Marcom Arabia) , (started 14/07/2019 to 18/02/2021).
 - Three months CO-OP Training, at (King Saud University)
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EDUCATION

- Diploma in Computer Technical Support, from Technical and Vocational Training Corporation (TVTC),
GPA : 4.68 /5 (2018).
- Diploma Administrative Sciences, from Princess Nourah bint Abdulrahman University (PNU),
GPA : 3.34/5 (2016).
- Diploma computer applications, from Imam Muhammad Bin Saud University (2016).

CORUSE ATTENDAC

- Course skills of job seekers College of Technology 2018
- CCNA security Cisco Technology 2018
- CCNA routing and switching Cisco Technology 2017
- Microsoft EXCEL 2013 Microsoft Academy 2017
- Microsoft outlook 2013 Microsoft Academy 2017
- Expert Microsoft EXCEL 2013 Microsoft Academy 2017
- Microsoft Access 2013 Microsoft Academy 2017
- CCNA information technology and basic of network Cisco Technology 2016

Skills

- Work under pressure.
 - Work in team.
 - Ability to perform administrative tasks.
 - Microsoft office program.
 - Fast learning.
 - Flexibility.
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