

Sara Mohammed Alshehri

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📞 0550900586

📍 Riyadh

📅 12 December, 1991

SKILLS

social perceptiveness

Fast learner

Responsible and dependable

Microsoft office

First Aid

LANGUAGES

English
Limited Working Proficiency

Arabic
Native or Bilingual Proficiency

INTERESTS

Working with others

Developing the work area

Developing team

Working successfully with multi tasks

Working under pressure

Expand my knowledge in different subjects

WORK EXPERIENCE

Secretary Americana Group

08/2013 - 02/2014

Achievements/Tasks

- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- Prepare and disseminate correspondence, memos and forms
- Support and facilitate the completion of regular reports
- Prepare excel and PowerPoint work for meetings.

Secretary Ibdaa private school

10/2015 - 10/2016

Achievements/Tasks

- Mails student report cards, school brochures, and other necessary forms. Welcomes visitors to the school and provides directions around the building as needed.
- Types up and contributes to school bulletin or newsletter.
- Uses computer database or filing system to update records as necessary. Manages and updates school calendar.

CERTIFICATES

Functional Protocol 12 Hours (09/2020 - Present)

Data entry and word processing 6 month course (09/2012 - Present)

EDUCATION

Business Administration (Candidate for Graduation) Imam Mohammad Ibn Saud Islamic University

09/2018 - Present

Courses

- Marketing Principle
- E-Commerce
- Operation research in management
- Human resource management
- Production and operations Department

Office application and secretary Diploma Technical and vocational training corporation

09/2014 - 09/2015

97%