

Shouq Saad Alnumian

Kingdom of Saudi Arabia, Riyadh. 0554890260

EDUCATION

Institute of Public Administration | Riyadh, Saudi Arabia

Executive Secretary, 2020

PROFESSIONAL EXPERIENCE

Fawaz Abdulaziz Al-Hokair & Partners | Riyadh

Cashier, 2019/08/08 - 2020/03/01

VOLUNTEERING EXPERIENCE

Institute of public administration | Riyadh

organizer, 2018 - 2020

- Organized many events for IPA such as Marathon for women, New students day, and event for Prince Sultan Cardiac Center.

CERTIFICATIONS

- Certificate of Appreciation from IPA for the achievements of volunteer club, 2019
- Certificate of Appreciation from IPA for the success of the new students day event, 2020
- Certificate of Appreciation from IPA for the achievements of Marathon day for women, 2019

Skills

Technical

- MS Office
- word processing (E,ع)
- Accounting principles
- Basic skills in public relations
- Office Management

Personal

- Organizing and planning
- Emotional Intelligence
- Strategic Multi-Tasking
- Communication skills

Languages

- Arabic
- English