

# SHOROUQ ALOTAIBI

## CONTACT

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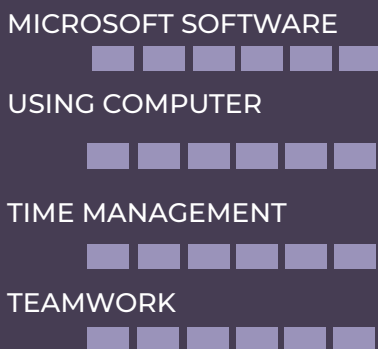
## OBJECTIVES

I am looking forward to harnessing my knowledge and benefiting from the qualifications and skills I obtained through my academic education in the service and development of your work

## COURSES

- Executive secretarial and office administration.
- Writing reports.
- Administrative communication skills.
- Customer Relationship Management Specialist.
- Lighting system.
- Excel skills.
- Leadership and management skills.
- Excellent job performance skills.
- Legal aspects of human resources.
- Administration creativity.

## SKILLS



## EXPERIENCE

- **secretary** JUL 2021- NOW  
Khaled Darwish Consulting Office
  - Enter students attendance data
  - Arranging office files
  - Monitoring and supervising students
- **Human resources specialist** SEP-NOV 2020  
Future Visions Center
  - Preparing and organizing employee documents, files and contracts
  - Preparing job advertisements and publishing on websites and various channels.
  - Preparing employee payrolls and signing penalties and incentives in accordance with the company's laws
  - Ensure that employees comply with all company procedures, policies and internal laws
- **Manager assistant** DEC 2018- AUG 2019  
Integrated Development Company for Education and Training.
  - Organizing the meetings and official visits
  - Managing phone calls and emails
  - Organize files, documents, and records
  - Writing management reports
  - Remind the direct manager's work on a daily basis
  - Scheduling interviews

## EDUCATION

2018  
**Diploma of Human Resource Management**  
SHAQRA UNIVERSITY

## LANGUAGES

