

FUTOON H. SHALABI

OBJECTIVE

I am seeking a position that improves my knowledge and builds my job experience. I will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

CONTACT

Mobile:
+966 566343627

E-Mail:
Futoon.shalabi@outlook.com

PERSONAL INFORMATION

Date of Birth:
22 Nov 1994

Nationality:
Saudi

Social status:
Married

EDUCATION

High Diploma degree from International Technical College from the department of management technology in the field of Small Business Management.

GPA: 4.19 out of 5

SKILLS AND COMPETENCIES

- Good English (write, speak and read)
- Above average skills in Microsoft office include: Word, Excel, and PowerPoint
- Good communication and customer service skills
- Capable to learn and engage work environment easily
- Ability to effectively engage with colleagues and external stakeholders
- Ability to follow instructions and deliver quality results
- Diligent with great attention to detail, good at ensuring paperwork is in order and reporting to management

WORK EXPERIENCE

Assistant Manager - Waad Academy International School
Dec 2019 – Aug 2020

- Dealing with inquiries by phone, online, in writing, or in-person
- Filing and photocopying
- Producing and sending Official letters
- Sorting, recording, and distributing mail
- Updating computerized and clerical records

Administrator - Radar Company For Maintenance and Operations
APR 2018 - Dec 2019

- Prepared general correspondences, memorandums, reports, schedules, meeting minutes, and other materials from rough draft, copy marginal notes or verbal instruction
- Maintained appointment calendar
- Reviewed a variety of data for accuracy, completeness, and conformity to established standards and procedures
- Create and update records and databases with personnel, financial and other data

Trainee - Taba Dent Clinic

Jun 2017 – AUG 2017 (My pre-graduation training)

- During this period, I had the chance to interact with the work environment to improve my customer service skills, accounting administration.