

FUTOON H. SHALABI

OBJECTIVE

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

PERSONNEL 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

WORK EXPERIENCE

Assistant Manager - Waad Academy International School

Dec 2019 – Aug 2020

- Dealing with enquiries 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
- Worked with Corporate Counsel on a variety of issues.

Trainee - Taba Dent Clinic

Jun 2017 – AUG 2017 (My pre graduation training)

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

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 of performing as a team member as well as a team leader.
- Capable to learn and engage work environment easily.
- Ability to follow instructions and deliver quality results.
- Hard worker.