




 Shrifh.h.asiri@gmail.com

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 Al - kharj

SHRIFH HASSAN ASIRI

EDUCATION

 Associate Diploma of Business Administration with the First Class honors - 2020

- Prince Sattam bin Abdulaziz University Faculty of Community

EXPERIENCE

 **Field training** **Secretary**

- Preparing reports
- Preparing of letters
- Files Archiving
- Respond to the office incoming communication
- Tables design
- Lead the team to complete the required tasks

COURSES

- **Course Name:** Computer Basic
Center: College of Community
- **Course Name:** Executive Secretarial Series
Doroob website
- **Course Name:** Fundamentals of Management
Droob website
- **Course Name:** Reports preparation
Institute of public administration website
- **Course Name:** Correspondence preparation
Institute of public administration website

PERSONAL SKILLS



- Using the computer
- Good communication in English
- Excellent in Word and Power Point and Excel programs
- Touch typing
- Organizational ability
- Team leadership
- Work within the team
- Love of learning and self development