

Lama Nasser Al-Asiri

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OBJECTIVE

My career goal is to secure a position that allows me to utilize my skills and experiences to contribute effectively to the success of the company or organization I work for. I seek continuous professional development by learning new things and enhancing my current skills. Additionally, I aim to work in a motivating and challenging environment that contributes to boosting my abilities and advancing both my personal and professional skills.

EDUCATION

Academy Of Learning

Diploma in Human Resources

Graduation Year:2026

Imam Abdurrahman Bin Faisal University

Bachelor of Library and Information Science

Graduation Year: 2018

EXPERIENCE

SahSah Digital Marketing Company

Operations Specialist | 03/2023 to 02/2024

- o Entering data and ensuring its accuracy in Excel and Word.
- o Coordinating between company departments and Follow up on daily operations.
- o Providing customer service and responding to inquiries
- . o Supervising partnership projects.
- o Writing and submitting periodic reports to management.
- o Representing the company at exhibitions.

Abdulaziz Cultural Center (Ithra)

Library Specialist | Volunteer and Part-Time - 10/2021 to 12/2022

- o Welcoming visitors and answering their inquiries.
- o Categorizing and organizing books and files.
- o Supervising the book exhibition and ensuring the archive of books provided to beneficiaries. o
- Assisting in workshops held at the library by providing necessary tools.
- o Managing and directing volunteers.
- o Assisting teachers with activities and preparing materials.

SKILLS

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|---|---------------------------------|
| o Microsoft Office (Excel, Word, PowerPoint). | o o Administrative Support |
| Data Entry. | o Team Work. |
| o Communication and Customer Interaction. o | o Commitment and Responsibility |
| Time Management. | |
| o Research and Self-Learning. | |
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COURSES

- o English Language Course | Imam Abdurrahman Bin Faisal University | 08/2019 to 11/2019.

Volunteering

- More than 1000 volunteer hours ,Member of "Anakeed Volunteer Team" involved in preparing and coordinating various programs.
- o Volunteered at Qurtuba Reading Association for book categorization and archiving.
 - o Participating in various activities and managing volunteers.
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LANGUAGES

- o Arabic - English.