

SHARIFAH AIQARNI

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Summary

Accomplished executive assistant with experience in providing support to a high-level CEO and other executives for 7 years. Helped with everything from customer support, to data entry and preparing well-researched documents. Skilled at time management, proficient in MS Office and Adobe ,

Skills

| Flexibility | Self-Confidence | Communication skills | Take responsibility | Teamwork | Collaboration, leadership and effective communication with others

Experience

MEDICAL COMPLEX , KHOBAR

Deputy Administrative Director , Data entry , 1/1/2019 – until now

experiences and qualifications that I am honored to have with you, to contribute to developing myself and your work.

Administrative, data entry and results oriented with 7 years of professional management experience.

HARD SKILLS

- Typing speed and accuracy .
- Good PC skills in Microsoft Office such as Word, Excel and PowerPoint .
- Data Analysis.
- Analytical and Problem-Solving Skills .
- Critical Thinking .
- Problem-solving .
- Confidentiality .
- Computer literacy .
- Attention to detail ..

Education

Diploma , Graduation Year (2021 – 2022) , Imam Abdul Rahman bin Faisal University, Dammam

Courses

- Cyber security Essentials - Cisco big company social (28/5/2022)
- Cyber security Course (8/11/2022)
- Cyber security Attack Techniques - EDRAAK (9/11/2022)

Languages

Arabic / Native

English /professional