

Shoug Faleh Alshahrani

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📍 Eastern Province - Dammam
Nationality: Saudi
LinkedIn: شوق الشهراني

EDUCATIONAL QUALIFICATIONS

Diploma in office management
Diploma in Public Administration

SKILLS

- Commitment and seriousness to work and taking responsibility.
- Microsoft Office programs
- Office work (editing letters, documents, printing, archiving paper and digital using Excel tables)
- Secretarial work (receiving visitors and visitors - entering and processing data - dealing with e-mail, appointments and tasks)

CAREER OBJECTIVE

I aim to be an active member of the organization I work for and to work diligently to achieve the anticipated goals with dedication and professionalism.

TRAINING COURSES

Executive secretarial course
ASANA & TRELLO work team
organizing course
Modern human resources
management course (CBP).

EXPERIENCES

Secretary at the Eastern Province Secretariat
Administrative Assistant in the Eastern Province Secretariat
Computer courses trainer at Al-Bassam Institute

INTERESTS

Continuous learning: Developing administrative and secretarial skills
Personal development: Enhancing communication, organization, and technology skills
Project management tools: Interest in tools like ASANA and TRELLO for effective team coordination
Community service: Volunteering and contributing to local initiatives