

Ismail Mohammed Alshehri

+966 597 390 123

ismailalshehri2@gmail.com

Ismail Alshehri

Saudi Arabia

SUMMARY

Graduate of King Khalid University with a Bachelor's degree in Islamic Studies and computer skills from a course in office applications. Gained experience as a Trainee Teacher at Aday bin Hatem Primary School and as a Security Guard at Shebla Security Company. Currently seeking to develop a career in data entry and office administration, focusing on accuracy, organization, and professional handling of documents and information.

EXPERIENCE

Shebla Security Guard Company | Saudi Arabia

Security Guard | October 2022 – December 2023.

- Monitored and patrolled assigned premises to ensure safety and prevent unauthorized access.
- Inspected and operated security equipment, including alarms and surveillance systems.
- Responded promptly to emergencies, incidents, and alarms, providing assistance as needed.
- Maintained detailed reports of daily activities, incidents, and observations for management review.

Aday bin Hatem Primary School – Ministry of Education | Saudi Arabia

Trainee Teacher | August 2021 – November 2021.

- Assisted in preparing lesson plans and classroom materials under the supervision of senior teachers.
- Supported classroom management, guiding students and maintaining a positive learning environment.
- Delivered portions of lessons to develop teaching skills and improve instructional techniques.
- Observed and evaluated teaching practices to apply feedback and enhance professional growth.

EDUCATION

King Khalid University | Saudi Arabia

Bachelor's Degree in Islamic Studies | 2022.

- Demonstrated a comprehensive understanding of Islamic jurisprudence, theology, and history.
- Applied Islamic principles to contemporary social, ethical, and cultural contexts.
- Conducted research and analysis of classical and modern Islamic texts.
- Communicated Islamic knowledge effectively in educational, community, and professional settings.

OTHER

● Certifications & Courses:

- Computer Course for Office Work.

● Hard Skills:

- Data Entry.
- Document Management.
- File Organization.
- Report Preparation.
- Information Archiving.
- Record Keeping.
- Administrative Support.
- Proficiency in Microsoft Office.

● Soft Skills:

- Communication.
- Problem-Solving.
- Attention to Detail.
- Time Management.
- Organizational Skills.
- Collaboration and Teamwork.
- Flexibility and Adaptability.

● Languages: Arabic, English.