

# Reem Mohammed Al-Shehri

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📍 Saudi Arabia - almantiqat alsharqiatu.

## Career Objective

In Addition to Being Good And Successful At Interacting With Everyone, I Also Have A Great Deal Of Scientific And Practical Expertise In Management, Organization, And Time Management. I Also Have the Stamina to Handle the Pressures Of The Workplace And Have Used Excel And Word.

## Practical Experiences

- ❖ Work In Aramco in The Vocational Training Partnership Department for Cooperative Training From June 2022 Until Now.
- ❖ The Training Period in The Human Resources Department at The Ministry Of Labor Is 200 Hours.
- ❖ Customer Service.
- ❖ Photography On social media.
- ❖ Media And Public Relations.
- ❖ Data Entry.
- ❖ The Secretary.
- ❖ Customer Service and Dealing with Auditors.
- ❖ Computer Software and Hardware.

## Skills

- ❖ Good Communication Skill.
- ❖ Administrative And Leadership Skills.
- ❖ Find And See What's New.
- ❖ Organization And Time Management.
- ❖ Collaborative Work Within a Team, Or Independently.
- ❖ Ability To Work Under Pressure and Follow Instructions.
- ❖ Good Looking and Decent Style.
- ❖ Creative Thinking at Work.
- ❖ Respect The Time.
- ❖ Work Hard and Diligently.

## Educational Qualification

Higher Diploma in Computer Technology In Technical Support (Systems) From The International College Of Technology For Girls (GPA 3.08 Out Of 5 With A Good Grade) In 2022.

## Courses

- ❖ English Certificate for Intermediate Level A-2 In 2019.
- ❖ Certificate In Computer Microsoft Office 2019.
- ❖ Time Management and The Basics Of Career Success.
- ❖ Information Security.
- ❖ Network Technology.
- ❖ HR.
- ❖ A Course in English from The University Of Petroleum And Minerals.
- ❖ Successful Communication Skills at Work.
- ❖ Teamwork And Communication.
- ❖ Methods Of Communication in The Work Environment.

## Languages

- ❖ Arabic.
- ❖ English: writing \_ spiking \_ reading.