

## Manal Alshehri

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To work in a challenging environment where I can develop myself, as I seek to achieve my desires and aspirations to serve the organization and my country.

### EXPERIENCE

**Debt Collector** Sep 2018 - Sep 2019  
*Istrdad Company, Khobar, Saudi Arabia*

**Administrative Assistant** Oct 2016 - May 2017  
*Orient Leaders International School, Dammam, Saudi Arabia*

### EDUCATION

**Diploma of Human Resource** Mar 2019 - May 2022  
*Academy of Learning, Khobar, Saudi Arabia*

**Bachelor of Management** Apr 2016 - Jan 2021  
*King Faisal University - College of Business Administration, AlAhsaa, Saudi Arabia*

**Diploma of Applied Computer Science** Jan 2016 - Jul 2016  
*Imam Faisal Bin Abdulrahman University, Dammam, Saudi Arabia*

### SKILLS

*Team work - Work under pressure - Fast Learner - Leadership - Time management*

**Tools & Technologies:** *Oracle, SQL - Microsoft Office*

### LICENSES & CERTIFICATIONS

**Field of Occupation Safety and Health (Professional)** 2021  
*Human Resources Development fund*

**Quality Management** 2020  
*Riyadah*

**Fundamentals of Digital Marketing** 2020  
*Google*

**The Future of Work Fundamentals** 2020  
*MiSk Foundation*

**Fundamentals of Public Relations** 2020  
*Academy of Learning*

**Excel - Dashboard design** 2020  
*Attaa Digital*

**English Language** 2018  
*British Council*

**Secretary Skills** 2016  
*Saudi Electronic University*

**English Language** 2015  
*Prince Mohammad bin Fahad University*