

# Banin Alshuyukh

Business Administration, Accounting

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## Summary

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my Technical skills & abilities.

## Work experience

### Administrative Assistant Trainee

June 2020 - July 2020

Qiddiya

- As intern in the most decent project in Saudi Arabia I have worked in various department while I am at home due to COVID-19 from customer service to management.

### Recruitment Assistant Trainee

May 2019 - June 2019

Sawaeed (Taqat)

- Register for the guest and updated their profile
- Booking an appointment for the guest with the available recruiter specialist
- Giving them an opportunity and development free courses that match their need

## Education

### Business Administration, Accounting

2017 - 2020

Lincoln College – Technical and Vocational Training Corporation

### English Language Service

2015 - 2016

ELS

## Skills

- Teamwork
- Adaptability
- Time Management
- Work Ethics
- Communication

## Languages

- Arabic
- English