

Laila Aoun AL Mishal

Eastern province | Lamishal.772@gmail.com | 0534961044

Objective

Getting a job suitable for my educational achievement, through which I can achieve myself, my ambition for her, and my loyalty to my work and the people I work with, and to provide my assistance to those in need and love to deal with people

Qualification

Canadian Learning Academy, secretarial and administrative assistant diploma, with a high grade of Excellent and a GPA of 4.82 out of 5

Skills

ELECTRONIC TABLES AND DATABASES

Knowledge of dealing with spreadsheets in Excel, mathematical operations and creating databases from inquiries, forms, and reports.

SUCCESS IN THE WORK ENVIRONMENT

Knowledge of dealing with the work environment, methods of communication and conversation during official working hours

INTERNATIONAL BUSINESS ADMINISTRATION

Knowledge of how to conduct international business.

ARCHIVING SYSTEMS

Knowledge of archiving systems and how to deal with the archive and the degree of its importance.

MARKETING

Knowledge of purchasing and sales management, how to deal with products, and familiarity with marketing principles.

HUMAN RESOURCES:

Knowledge of secretarial principles and how to deal with the human environment

INTERNET INTRODUCTION

Browse and interact with websites and establish contacts

MICROSOFT WORD ADVANCED LEVEL

Dealing with Office programs, especially Microsoft Word, and everything related to Word programs

BUILD TYPING SKILLS

Typing 65 kd /d Arabic - Typing 30 kd in English

GENERAL ENGLISH

Study most of the grammar of the English language.

COMPUTER APPLICATIONS

Create presentations using PowerPoint.

- **Knowledge of computer operating systems and fundamentals and how to enter commands.**
- **Proficiency in data entry in both Arabic and English.**
- **The skill of dealing with the Internet**
- **Skill in dealing with Office programs (word, Excel, Access, POWER POINT, OUTLOOK)**
- **The skill of entering data into the computer**
- **A knowledge course in data entry**
- **The art of dealing with people**
- **An English language course at the English plant institute**

Experiences

- Experience in managing medical reports from 2016-2020 at Zahra General Hospital
- Experience in data entry from 2014-2015 in Yanabea Water Company.