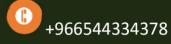
# N A

# <u>Nafesah Al-Shaikh Ahmed</u>





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Eastern region Saudi Arabia

## **Objective:**

To obtain a position in a field that provides the opportunity for advancement where my skills can be enhanced.

#### **Experience:** EMPLOYMENT HISTORY – 7 years management experience

- Admin Assistant 2022 ( Sraco ) Present
- Executive Secretary + Recruitment Officer 2021(EtIco)
- HR Coordinator 2020 (Gulf Consult) For Three Months
- Administrative 2015-2020 (AI-Marzouk, Saudi Aramco)
- Director of the Office 2013-2014 (Abdelkarim Establishment)
  Education:

(2015|bachelor's degree of King Faisal University) English

# Training & courses:

- Executive Secretary series) for 100 hours
- Principles of Financial Accounting) for 22 hours
- Labor culture according to the Saudi labor system
- Introduction to Human Resources Functions
- Integrated Management
- Leadership Essentials
- Decision Making
- Quality Management
- Accounting Bank
- Self-Development series) for 6 hours
- Problem Solving Skills) for 3 hours
- Creative Thinking and Problem Solving
- Customer Care (2019|Course of FHM)
- Customer Service Training (2019) of Saudi Aramco)
- Awareness of Cybersecurity Risks
- Cyber Security
- Strategic Planning for your Career
- Smart Work Ethics

## Skills & Language (English):

- Communication skills
- Programs (Sap-Odoo-Oracle)

Ager to learn Motivated Human resources. Microsoft office