

Nafesah Al-Shaikh Ahmed



+966544334378



nafisah1982@hotmail.com



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(**Etlco**)
- HR Coordinator 2020 (**Gulf Consult**) For Three Months
- Administrative 2015-2020 (**Al-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 | Ager to learn | Human resources. |
| • Programs (Sap-Odoo-Oracle) | Motivated | Microsoft office |