

NOUF ALSHEHRI

CONTACT

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ABOUT ME

Ambitious and hardworking, I aspire to develop my scientific and practical skills in the field of computer and information science, and achieving a high level in the institution with all seriousness and diligence.

EDUCATION

Bachelor of Information Science

Imam Abdurrahman bin Faisal university ,Dammam, Saudi Arabia

SKILLS AND ABILITIES

- Native Arabic speaker, Fluent in English
- Microsoft Office Skills (Excel, Word, PowerPoint)
- Document organization and accuracy
- Scheduling and Calendar Management
- Detail oriented
- Good filing skills
- Solid Data entry skills

COURSES

- Modern practices in human resource management
- English skills in administrative business
- Basic Excel skills
- Digital skills in the work environment