

CURRICULUM VITAE

Sakina Muhammed Ahmad Al-Mashama'a

Objective

Seeking for an administration job utilizing my skills & education .

Personal

Nationality : Saudi
Gender : Female
Mobil number : 0590833822
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Education

- Mini MBA from Swiss e-learning Institute.
- Human Resource Diploma from Altanmeya Alfekreya Center.
- Attended course for "Saudi Labor Law".
- Studied One year in Arab Open University "Business Administration".
- Graduated from institute of Public Administration (IPA), Riyadh. Executive Secretary program.
- Completed English(30wpm) and Arabic (33wpm) typing course from Bilingual Typing institute, Riyadh.
- Attended 5 course in English learning.
- Attended 2 course in Microsoft 2007.

Skills

Profile

Information Technology:

- Good Experience in Government websites like (Moqem, Mol, Moi, Gosi, Hdf).
- Excellent working knowledge of Windows package including Word, Access, Excel, power point etc.....
- And Excellent knowledge in Internet Outlook and front page.
- Operate personal computers.
- Operation of various office machines like Fax machines, Scanners and photocopiers and projector machines.

Special Skills:

- Ability to learn fast and adjust to new surroundings to follow instructions/procedures and to complete the job on time, to work with multinational staff, to work independently, to communicate well with

people.

- Learned the importance of hard work at an early stage.
- Helping for planning new projects and prepare it with presentations.
- The ability to organize work and deal tactfully with people of all kinds.
- Dealing in independently with wide variety office correspondence.

Work Experienc e

1. **July 2014 to March 2019** : Working as Administrator in Al-Jehiran Khalid Hmoud AlKhaldi in Enak.
2. **Nov 2013 to June 2014**: Working as HR Coordinator in OMC Ltd. in Dammam.
3. **Nov 2011 to Nov 2012**: Working as a HR Administrator in Gulf Axis Contracting in 1st Industrial Area in Dammam.
4. **Feb 2011 to June 2011** : Working as an English teacher in Wendy Club in Dammam .
5. **Mar 2010 to July 2010** : Working as a Secretary in Group of Hassan Mesfer Al-Zahrani Company in Dammam.
6. **Jan,2009 to May 2009** : Trained as a Secretary in King Fahad University Hospital – Alkhobar.
7. **2007 & 2008**: Working in summer as an English teacher for Saihat Society for Social Services - Saihat

Languages known **Excellent in English and Arabic (can Read, Write, Speak & understand)**

I certify that all the above is true and correct to the best of my knowledge and abilities and references are available upon request.

SAKINA MUHAMMED AL-MASHAMA