

Manal Alshehri
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To work in a challenging environment where I can develop myself, as I seek to achieve my desires and aspirations to serve the organization and my country.

EXPERIENCE

Production Coordinator <i>Al Rashed & Sons Group – RAR, Industrial City Dammam, Saudi Arabia</i>	Nov 2021 – Present
Debt Collector <i>Istrdad Company, Khobar, Saudi Arabia</i>	Sep 2018 - Sep 2019
Administrative Assistant <i>Orient Leaders International School, Dammam, Saudi Arabia</i>	Oct 2016 - May 2017

EDUCATION

Diploma of Human Resource <i>Academy of Learning, Khobar, Saudi Arabia</i>	Mar 2019 - May 2022
Bachelor of Management <i>King Faisal University - College of Business Administration, AlAhsaa, Saudi Arabia</i>	Apr 2016 - Jan 2021
Diploma of Applied Computer Science <i>Imam Faisal Bin Abdulrahman University, Dammam, Saudi Arabia</i>	Jan 2016 - Jul 2016

SKILLS

Team work - Work under pressure - Fast Learner - Leadership - Time management **Tools & Technologies:** Oracle, SQL - Microsoft Office

LICENSES & CERTIFICATIONS

Field of Occupation Safety and Health (Professional) <i>Human Resources Development fund</i>	2021
Quality Management <i>Riyadah</i>	2020
Fundamentals of Digital Marketing <i>Google</i>	2020
The Future of Work Fundamentals <i>MiSk Foundation</i>	2020
Fundamentals of Public Relations <i>Academy of Learning</i>	2020
Excel - Dashboard design <i>Attaa Digital</i>	2020
English Language <i>British Council</i>	2018
Secretary Skills <i>Saudi Electronic University</i>	2016
English Language <i>Prince Mohammad bin Fahad University</i>	2015