

# Shaykha Al-Sulaiman

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Please contact via WhatsApp or email due to hearing impairment.

## Professional Summary

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Administrative and computer applications specialist with experience in administrative assistance, secretarial tasks, and marketing support. Hands-on expertise in data entry, payroll preparation, document organization, and content creation for digital platforms. Strong background in coordinating tasks, managing schedules, monitoring progress, and maintaining accurate records using modern tools and software. Proven ability to contribute effectively to team goals in structured office and customer-focused environments.

## Professional Experience

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Shanab Logistics Services | Administrative Assistant (Trainee) | April 2025 – July 2025

- Prepared employee payroll documents and maintained related records
- Followed up on invoices, fines, and license renewals
- Issued and renewed drivers' licenses
- Organized tasks and monitored progress using Trello
- Reported directly to the manager and supported daily operations

Beach Square Restaurant | Marketing Specialist | November 2023 – July 2024

- Captured high-quality product photography for promotional purposes
- Designed engaging content using Canva and CapCut
- Coordinated colors, fonts, and text to ensure brand consistency

King Fahd National Library | Administrative Assistant (Trainee) | March 2023 – June 2023

- Entered, indexed, and classified data for library records
- Utilized Ping.Cod system for document management
- Restored printed and electronic materials and maintained archives

## Education

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Diploma in Computer Applications and Maintenance | Technical and Vocational Training Corporation | Riyadh | 2023 | GPA: 4.1/5 | Second Class Honors

## Certifications & Training Courses

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- Workplace Excellence Skills | Technical and Vocational Training Corporation
- Start Your Small Business | Technical and Vocational Training Corporation
- Concrete & Terrazzo Techniques | Business Development & Projects
- Customer Service Skills | Qaderoon
- Personal Finance & Home Budgeting | Translation & Training Center
- From Planning to Execution: Crisis Preparedness for People with Disabilities | King Saud University
- Digital Inclusion in Barrier-Free Spaces | King Saud University
- English Language Course | Gulf Institute
- Export Fundamentals | Business Development & Projects
- Human Resources Fundamentals | Business Development & Projects
- Administrative Excellence | Business Development & Projects
- Job Loyalty | Business Development & Projects
- Business Model & Entrepreneurship | Business Development & Projects
- How to Become a Successful Entrepreneur | Business Development & Projects
- Resume Writing Workshop | Business Development & Projects

## Volunteer Work

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- Designed an educational banner displaying sign language letters for an awareness event
- Participated in Ramadan, Eid, and International Sign Language Day campaigns, assisting in distribution and event organization
- Prepared and delivered a team presentation on awareness topics using design tools
- Contributed to events supporting people with disabilities both on and off campus

## **Professional License**

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Driving License | Saudi Traffic Department | Riyadh

## **Hard & Technical Skills**

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- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Data Entry & Filing
- Canva (Design)
- CapCut (Video Editing)
- Trello (Task Management)
- Payroll Preparation
- Document Classification
- Digital Content Creation
- Book Restoration
- CRM Systems Familiarity
- Resource Management
- Task Monitoring

## **Soft Skills**

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- Time Management
- Task Coordination
- Team Collaboration
- Adaptability to Systems
- Attention to Detail
- Organizational Skills
- Problem Solving
- Customer Orientation
- Social Media Awareness

## **Languages**

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- Arabic: Native
- English: Intermediate
- Sign Language: Fluent