

# SAUD ASIRI

## CV

### CAREER GOAL

Seeking a job opportunity in a stimulating environment in which I can use my knowledge and experience to contribute to the development of the entity and achieve its goals, while developing my skills and building a stable professional future.

### Contact information

✉ [Saudahmedasiril@gmail.com](mailto:Saudahmedasiril@gmail.com)

0591216126

📍 Riyadh, Kingdom of Saudi Arabia

### PROFESSIONAL EXPERIENCES

**Dar Al-Hekma Schools Company**

**August 2023 - June 2025**

#### Teacher

- My duties were summarized in teaching and education
- Create and modify test questions and correction

**Ahmed Contracting Office**

**September 2022 - December 2022**

#### Office supervisor

- My duties are summarized in public administration work
- Full supervision of daily tasks assigned by the direct manager.
- Organizing files, saving, arranging and coordinating work.

### Education

Majmaah University

• Bachelor of Islamic Studies  
Graduation year: 2023

King Saud University

Assistant Governance and Internal Audit Specialist  
Graduation year: 2025

### Professional certificates

- OCEG & GRC Professional (GRCP)

### Courses

- Leadership skills
- Self development
- Learn the basics of computers
- Excel spreadsheet program

### Skills

- Planning and scheduling
- Leadership
- Problem solving
- Team work
- Desire to learn
- Planning