OFFICE ADMINISTRATION

# OUHD SHAWK

## CONTACT INFORMATION


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## SKILLS

- Communication
- Organization
- Time management
- Attention to detail
- Problem-solving
- computer skills
- Work as a team

## LANGUAGES

- arabic | Native
- English | Intermediate

## OBJECTIVE

Seeking to join a collaborative team which help me to My acquired experiences within a competitive apply environment that enhances my ability to work increase my creative skills and my passion progress experience and new skills for gaining

## EDUCATION

**DIPLOMA IN OFFICE MANAGEMENT**

**Jazan University.** Jazan, KSA | Jun 2021 - Jun 2023

program / level classification : 04132001 / 544

## CERTIFICATIONS & COURSES

- **Professional aptitude scale course** - Student Affairs at Jazan University in cooperation with the Human Resources Development Fund
- **Health and physical activity course** - Deanship of Student Affairs at Jazan University
- **Introduction to Human Resources Tasks Course** - Human Resources Development Fund and Doroob Programme
- **Executive Secretarial Series Course (Communicate Effectively)** - Human Resources Development Fund and Doroob Programme
- **An introductory introduction course on strategic planning for human resources -** the Human Resources Development Fund and the Doroob Programme

Franchise course

- Human Resources Development Fund and Doroob Programme