

# SHAIKHA ALQHTANI



## CONTACT

0550790041

Sho5i2004@gmail.com

Riyadh, Saudi Arabia

## SKILLS

- Excellent written and verbal communication in English
- Public Relations
- Teamwork
- Time Management
- Proficient in Microsoft Office (Word, Excel, PowerPoint)

## LANGUAGES

- English
- Arabic

## REFERENCE

Available upon request



## PROFILE

A motivated English literature student at Prince Sattam bin Abdulaziz University with strong communication, analytical, and teamwork skills. Eager to apply academic knowledge and professional experience in a dynamic business environment to contribute to organizational success.



## WORK EXPERIENCE

### Intern — Al Rajhi Bank

Riyadh, Saudi Arabia | 2025

- Completed a 3-month internship focused on customer service and administrative tasks.
- Assisted in managing client information and ensuring service efficiency.
- Developed teamwork and multitasking skills in a fast-paced environment.

### Volunteer — University Events Organizer

PSAU | 2024

- Helped organize student events and workshops to promote campus engagement.
- Supported communication between departments and students.
- Gained experience in teamwork and leadership.

### Training course in the principles of artificial intelligence (SDAIA) - SAMAI

- Certified course in AI fundamentals
- Understanding of basic AI concepts and applications
- Enhanced analytical and digital skills



## EDUCATION

### Bachelor's Degree in English Literature

2021 - 2025

Prince Sattam bin Abdulaziz University (PSAU), Saudi Arabia

### Graduation: 2025

Key Courses: Linguistics, Literary Analysis, Business English, Communication Studies