

AMNAH MOHAMMED

Amanah10109@gmail.com/ +966 50 261 9669

CAREER OBJECTIVE

Harnessing the interactive abilities and skills that I possess in my surroundings, I love initiative networking, working on new opportunities, thinking creatively and innovatively, planning and analyzing with every action helping me progress

EDUCATION

- Business Administration Diploma, Najran University, Saudi Arabia
- Participation in the management of female students' housing 2019
- Winning the title of ideal female student in the female dormitory 2022

EXPERIENCES

Administrative assistance, co-op training

- Princess Noura Bint Abdul Rahman Compound School
- 4months
- Editing and writing a preparatory list form with students' names
- Follow up the administrative workflow
- Arranging and classifying electronic files and reports
- Administrative supervision and direction

SKILLS

- Customer Services
- Protocol
- Innovation
- Detail Oriented
- Data Entry
- Teamwork
- Scheduling
- Collaboration
- Reports
- MS Office
- Administrative
- Ceremony

LANGUAGES

- Arabic: Native
- English: Proficient