

BASMA ALSAIBANI

Secretary and data entry

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RIYADH



INTRODUCTION

More than 10 years of experience in the field of secretarial and administrative work, very fast at typing on the keyboard without looking, loving work and regularity, .ambitious, I love development and change

PRACTICAL EXPERIENCES

Secretary and data entry
Riyadh,Saudi , Institute of Quranic Readings and Sharia
Arabia Sciences
2021 - 2020

One year experience in the morning shift

Secretary and data entry
Riyadh,Saudi Arabia ,Al Bawardi Women's School
Apr 2021 - Feb 2015

six years experience in the evening shift

computer trainer
Riyadh,Saudi Arabia ,Al Bawadri Women's School
2017 - 2016

Two years' experience in two summer courses for the secondary and university category with preparation of the curriculum

Secretary and data entry
Riyadh,Saudi , Al Rawabi Women's School &
Arabia Kindergarten
Feb 2019 - Jun 2015
three and a half years

Secretary and data entry
Riyadh,Saudi Arabia ,Al-Furqan Charitable Complex
Feb 2015 - Feb 2011
four years in the evening

ACADEMIC EDUCATION

Bachelor of Business Administration
The Islamic University of Minnesota .. America

TRAINING COURSES

Data entry and word processing certificate
Feb 2011
General Organization for Technical and Vocational Training
Excellent grade 99%

Photoshop course
Oct 2011
south training center

The best method for writing reports and administrative letters
Oct 2011
south training center

Maintaining and organizing documents and files
2011
Al Bayan Institute

Certificate of passing the training of trainers course
Aug 2014
Sama International Training Corporation

The art of dealing with work stress
Oct 2014
oriental training center

Leadership course for the development of administrative work
2014
south training center

Self-development course in administrative work
2015
Al-Furqan Charitable Complex

Google Drive services and electronic questionnaires course
Mar 2016
south training center

The art of decision making and problem solving
2018
south training center

Information security course
2020
Webinar Technical Training

Management by Objectives course

TECHNICAL SKILLS

100% Microsoft word

100% Power Point

100% Microsoft Access

100% Microsoft Excel

PERSONAL SKILLS

100% communication skills

100% team management

100% time management

90% Effectively solve problems

LANGUAGES

Arabic
English

PROUD OF ME

organized
Creative thinking, effectiveness, productivity

plan
Problem analysis, decision making, project management, strategic planning

Work in a team spirit
Collaboration, goal setting and group leadership