

SHAHAD ABDULLAH

(BUSINESS ADMINISTRATION)

CONTACT

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☎ 0533601971

📍 Saudi Arabia, Riyadh

👤 Yemeni (DAUGHTER OF A CITIZEN)

📅 Date of birth 6 Jun 1995

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EDUCATION

BA | Business Administration & Human resources
AL-IMAM MOHAMMED IBN SAUD ISLAMIC UNIVERSITY
Riyadh (2015 – DEC 2018)

WORK EXPERIENCE

Recruitment Specialist

Future Management Co.

Trainee (SEP 2018 – JAN 2019)

My responsibilities include the following:

- IDENTIFY POTENTIAL CANDIDATES
- Coordinate Recruitment Activities
- Create Job Postings
- Reception of candidates
- Contact the candidates and give them a job offer

Data entry clerk

AL-IMAM MOHAMMED IBN SAUD ISLAMIC UNIVERSITY

JAN 2017– MAY 2017

- Input data in Excel program
- Organize campaigns on campus

Language

- Arabic : Native
- English : Good

SKILLS

- Microsoft Office
- Leadership
- Quick Learner
- Able to take on Responsibilities
- Self-development
- Adaptability
- Communication
- Teamwork

VOLUNTEER

- Career forum at AL-IMAM MOHAMMED IBN SAUD ISLAMIC UNIVERSITY | (7-9/5/2017)
- Organizer at Belaj center | in summer (2018 – 2019) for 2 months, 131 hrs
- Secretary at Mohammed bin Abdulaziz School for Down syndrome (4/11/2019 – 12/12/2019) 54 hrs.
- Workshop coordinator at Aamal Organization (5 - 20/1/2020) 55hrs

COURSES

- English course 60 hour at British Council
- Smart Work Ethics
- Customers service
- Preparation of administrative reports
- Emotional smartness
- Microsoft Excel Advanced
- Self-planning
- Emotional Management
- Successful Communication Skills in the Workplace
- kaizen Methodology
- the Secretary
- Leadership and administrative supervision
- Project Management Professional
- Key Negotiation Skills