

ASAYEL SULIMAN AL-SHOWAIE

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Objective

I aim at acquiring new administrative skills that will add to my professional 6 years' experience in the administration field. You will find me an ambitious person who works really hard to develop in all aspects. Especially, in the field that I like the most.

EDUCATION

Bachelor's degree in Business Administration - Imam Muhammad Bin Saud

University - OCT 2016

Higher diploma in Accounting - Higher Technical Institute for Girls UGS 2010

EXPERIENCE

Saudi Center For Down Syndrome.

Assistant Director of Human Resources OCT 2016 - present

- Arrangement of personnel files
- Prepare Excel file for salary monthly marches
- Preparing administrative forms for employees (absence - permission - leave - referral)

Saudi Center For Down Syndrome.

Secretary - SEP 2013– SEP 2016

- Arrange incoming and outgoing files.
- Writing and coordinating administrative forms
- Writing administrative letters
- Writing and preparing administrative meetings.

COURSES

- Executive Assistant series - Optimize your Performance - Droob websit -Riyadh- April 2020
- Executive Assistant series - Communicate Effectively –Droob websit -Riyadh- April 2020
- Executive secretarial and office management -takween algadah center-Riyadh- from 23 February to 27 February 2020
- Professional in HR – International (PHRi™) Training -bakkah for training – Riyadh – from 15 to 19 DECEMBER 2019
- Compliance Department -Chamber of Commerce – Riyadh- from 20 to 24 october 2019.
- Time management –Rodna center for training – Riyadh - OCT 2019
- Emotional Intelligence – Masarat altamayoz center – Riyadh - Feb 2019

SKILLS & LANGUAGE

- Understand spoken information .
- Speak clearly so listeners can understand .
- Listen to others and ask questions.
- English Language. (good)
- Read and understand work-related materials .
- Working within groups with high level of professionalism .
- Flexibility to work .