

MONERA ALKHALDI

ABOUT ME

Experienced Supervisor with a demonstrated history of working in the education management industry. Skilled in Management, Microsoft Excel, Customer Service, Microsoft Word, and Retail. Strong professional with a Master's Degree focused in MBA from Prince Mohammad Bin Fahd University.

OBJECTIVES

The main goal is to work in an international company and develop my skills as well as experiences. I have experience and qualifications in the Management, teaching and own Ambition that lead me to achieve my goals. I am trying to make something better in my abilities continually and I have the motive to do my best to develop the company I work with.

EDUCATION

- 2013 - 2015 Master's degree in Executive MBA (3.4/4), Prince Mohammed Bin Fahd
- 2003-2005 Master's degree in HR from Central Warrington (3.49/4)
- 1987 -1990 Bachelor of Science (BS) from College of Science, Chemistry Department (87.2/100)
- 1984 -1987 Diploma of Teaching Institute for female (93.04/100)

EXPERIENCE

2019-present	Executive Assistant to the CEO, Talents
2018-present	Founder of Solutions Side
2017-present	Consultant freelancer
2012-2017	Head of Department, MOE
1996- 2012	An Educational Supervisor, MOE
1993-1995	Teaching in the government sector
1991- 1992	Teacher at Dhahran Ahliyah School
1996-present	Trainer

PERSONAL INFORMATION

Email: monera.khaldi@gmail.com

Mobile: +966542910242

Gender: Femael

Nationality: Saudi

Language: Arabic& English

Linkdin:

<https://www.linkedin.com/in/monera-alkhaldi-99380829/>

COURSES

- 2020 HR Advanced skills, Eastern province chamber of commerce
- 2020 Finance for non financial, Eastern province chamber of commerce
- 2019 Legal aspects of human resource management, Expertise training forum center
- 2019 Entrepreneurship Edge, London Business School
- 2019 Advanced certified executive assistant, Marcus Evans
- 2018 Chartered Certified Consultant, Business Management and Consulting Academy. UK
- 2018 Project Management Professional Preparation (PMP)
- 2017 Diploma in Social Media Marketing.
- 2017 Diploma in E-Commerce and several courses in Digital Marketing.
- 2012 Total Quality Management (TQM), Mini MBA, Self-Development.
- 2008 Human Resource Development.
- 2007 Teaching Techniques, Planning Lectures, Infusing Critical& Creative Thinking into Content instruction (TBL), Training Of Trainers (TOT), Neuro-linguistic programming (NLP), Motivations Theory, Graphology.

ACHIEVEMENTS

- 2019 Top 100 leaders in education, GFEL conference, Dubai
- 2019 Attended in Elite program, Tomoh/Monshaat
- 2019 Attended in an executive assistant Summit-Conference
- 2018 Attended in Global Digital Marketing Summit- Conference
- 2017 Participated in First Asia Pacific Conference on Advanced Research (ICAR), Bahrain
- 2009 Managed the Third Summer Center, AlKhobar
- 2008 Assassinated Manager for The Third Summer Center, AlKhobar
- 2007 Attended in Preparations for King Abdul Aziz Center for National Dialogue, Dhahran
- Participated in National Exhibition (For 100 Years)
- 1997 Contributed in the third Culturally Exhibition
- 1987 Achieved Prince Mohammad bin Fahd Award in Scientific Excellence

SKILLS

work under pressure	<div></div>	Communication	<div></div>
Time Management	<div></div>	Problem solving	<div></div>
Multitasking	<div></div>	Leadership	<div></div>
Planning	<div></div>	Analyzing	<div></div>
Organizing	<div></div>	MS Office	<div></div>