Nora Almutahar

Profile

Passionate about learning what's new, I am able to work in a fast-paced environment and meet strict deadlines, able to work independently and as part of a team. I am currently seeking to apply my knowledge in the field of financial technology in a challenging location and stimulating environment that will allow me to improve and expand my skills.

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🔘 github.com/Norashafiq

EDUCATION

Public Admenstration
king Abdelaziz University

2012 - 2016

WORK EXPERIENCE

Administrative Assistant
Ahmed Shafiq Almutahar Foundation

08/2020 - 02/2021
Achievements/Tasks

- Finding the best solutions by creating ideas out of the box and choosing the suitable ones.
- Managing and organizing administrative files to increase productivity and efficiency.
- Being a part of choosing the next project's logo.

Administrative Assistant
Cooperative Training At Public School 32

10/2016 - 11/2016
Achievements/Tasks

- Helping the principal of the school in managing the meetings by preparing the needed files and scheduling the meetings.
- Handling employee's vacations, absence, and attendances.
- Organizing the school's archives.

SKILLS

Teamwork   Excellent Interpersonal Skills   Creative

Goals Achievement   Python   PwoerPoint

Performance Tracking & Monitoring   Leadership

Solidity

CERTIFICATES

Fintech Bootcamp - Saudi Digital Academy At CodingDojo (10/2021 - 01/2022)

English Course - University Of Business And Technology At ELA (11/2017 - 04/2018)

LANGUAGES

Arabic
Native or Bilingual Proficiency

English
Full Professional Proficiency

INTERESTS

Photoshop Programs   Editing Videos

Photography