

Nogood Al-Shahri (Diploma)

Department of Business Administration
Applied College in Majardah
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EDUCATION

King Khaled University, Business Administration	2024
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TRAINING COURSES

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| - Institutional Excellence Development , Dorooob Platform | 2024 |
| - Risk Management , Dorooob Platform | 2024 |
| - Introduction to Human Resources Tasks , Dorooob Platform | 2024 |
| - Strategic Planning for Organizations , Dorooob Platform | 2024 |
| - Professional Job Interviewing , Dorooob Platform | 2024 |
| - Institutional Excellence , Dorooob Platform | 2024 |
| - Professional Writing in the Workplace, Dorooob Platform | 2024 |
| - Sales and Marketing Training Course , Dorooob Platform | 2024 |
| - Fundamentals skills , Dorooob Platform | 2024 |

SKILLS

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- Management and Supervision
 - Customer Service
 - Effective Communication
 - Time Management and Prioritization
 - Ability to Perform Under Pressure
 - Passion for Learning and Development
 - Proficiency in Computer Usage

TRAINING

Training Period:

Training for about 6 Months.

Al Majmad Intermediate and Secondary School for Girls,KSA

Sales and Marketing Training Course , Doroob Platform

Fundamentals skills , Doroob Platform

EXPERNIECE

Administrative Assistant Trainee

Al Majmad Intermediate and Secondary School for Girls, KSA | 2024

- Assisted with administrative tasks, including organizing schedules, maintaining documentation, and ensuring smooth office operations.
- Supported staff in planning and executing institutional events and activities.
- Enhanced communication skills by interacting with various stakeholders, including staff and parents.

Institutional Excellence Trainee

Doroob Platform | 2024

- Acquired knowledge on improving organizational performance by implementing institutional excellence frameworks.
- Developed skills in monitoring performance metrics and identifying areas for improvement.
- Collaborated on simulated projects to enhance organizational workflows.

Interesting

- Curriculum Development: Designing interactive course materials that bridge modern management theories with real-world business applications.
- Mentoring Student Researchers: Guiding undergraduate and graduate students in crafting innovative research projects on contemporary business challenges (e.g., sustainability, digital transformation).
- Academic Conference Participation: Presenting research papers at specialized conferences in management and economics, and staying updated on global scholarly trends.

LANGUAGE

- Arabic: Very Good
- English: Good

