

AMEERAH ALSHAHRANI

CONTACT

0500179063
ameerahsf@gmail.com
Riyadh

PERSONAL SKILLS

Creative spirit
Reliable and professional
Organized
Time management
Team player
Fast learner
Motivated

WORK EXPERIENCE

QUALITY SPECIALIST IN EMERGENCY CALL 911. MAY2021
SECRETARY IN EMERGENCU CALL 911 IN 2020
CALL TAKER AND TRANSLATORS IN 911 EMERGENCY CALL CENTRE
Assistant in General authority of statistics. April 2022 Jun 2022
English teacher (2017-2018)

EDUCATION

BACHELORS IN ENGLISH LANGUAGE
Diploma in office application on compute and secretary
Educational diploma in English language

COURSES

Translation
CCTV COURSE IN (ISED) directorate,home office in London
Introductionto Robotics
office management course
English speaking skills
English listening course
IELTS course
CYBER SECURITY
INFORMATION SECURITY
Introduction to strategy's planning
HR tasks
performance indicators
Data and statistics
Information in the workplace
Graphic Design
smart work ethic
self building series - self control
work in diverse teams
customer service and professionalism
Effective communication with clients
Anxiety and trauma management
problem solving skills
self management
Design thinking
Basic negotiation skills
the best way to engage volunteers
Managing volunteers and designing volunteers opportunities
The skill of health volunteering crises
Environmental crisis and Disaster management