

**Shatha Akeel**

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### SUMMARY

Administrative Assistant with a history of working in the facilities services industry. With a Bachelor degree in Psychology from King Abdulaziz University. Looking for a new challenge.

### SKILLS

Language: Arabic & Intermediate English

Computer Skills: Word, PowerPoint, Adobe Photoshop, and Internet

I'm organized, a fast learner, and a problem solver, following up, high attention to details with ability to work under pressure. I enjoy working with a team, as well as working individually.

### TRAINING & VOLUNTEER WORK EXPERIENCES

- Recruiter at HRplus2 from, Aug to present
- Maintenance Supervisor at Muheel from, Oct 2017 - Jul 2018
  - Created a monthly document for maintenance work done
  - Coordinate installation maintenance and repair work in buildings
  - Follow up
- Trainee at Majid Society as Assistant from, Jan 2016 - Mar 2017
  - Attracting employers
  - Reviewed resumes / applications and screened
  - Communicate with candidates
  - Communicated and coordinated
  - Data entry
  - Call & Follow up with candidates
  - Printing & Copy document
  - Organize office files
  - Help the Trainer
- Freelance data entry from Jun 2014 to 2017
- Volunteer and trainee in mental health from several facilities as administrative 2010-2015

## EDUCATION

KING ABDULAZIZ UNIVERSITY, JEDDAH

- Higher diploma in education GAP: 4.47 OUT OF 5, 2013
- Bachelor degree of psychology GAP: 3.39 OUT OF 5, 2009

## WORKSHOPS AND COURSES

- HVAC systems & maintenance awareness for supervisors, Mar 2018
- Training of Trainers course 30H, Dec 2016
- Human Resource Management, Aug - Sep 2016
- Content management, 21, Aug - 1<sup>th</sup> Sep 2016
- Basics of Human Resource Management, Mar 2015
- Ojeed program for personal mission development (32H), May 2014