

Curriculum Vitae

PERSONAL INFORMATION:

Name : Shouroq Hussain Al-Ghamdi

Telephone: 0545017157

Email: shg.7032@gmail.com

Academic Qualification:

2011-2012:

BSc, Economics & Admin (P.A .Organization MGMT & ADM Development), King Abdulaziz University.

EMPLOYMENT HISTORY:

Jun 2012- Aug 2016:

School vice director, Durat Al-Sharq International School.

- 1 - Participate in supervising the work of the school.
- 2 - Distributing tasks to the staff in the school.
- 3 - Supervising administrative and technical affairs.
- 4 - Supervising educational affairs and ensuring compliance with regulations and instructions.

Sep 2016-Sep 2018 :

Secretary of The Department of Perative Dentistry, Faculty of Dentistry, King Abdulaziz University.

- 1-Prepare administrative reports.
- 2-Draft minutes of meetings and correspondence.
- 3-Manage transactions for all doctors (upgrades - attending conferences ... etc).
- 4-Coordination of meetings.
- 5-Organization and development of the department from the administrative point of view.
- 6-Setting up student schedules at the Faculty of Dentistry and Schedules for doctors at the University Dental Hospital.
- 7-Follow-up of academic guidance for students who fail.

SKILLS:

Excellent knowledge of computer systems and software: Microsoft Offices (Excel, Access, Office Online, Power Point, Word, Google Apps).

Excellent in English Language.

PROFESSIONAL QUALIFICATIONS (TRAINING):

April 2015: AGS International School-Data Entry Nour Program.

May 2015: Access Course, Advanced International Institute.

Aug 2018: Interpreting a senior leadership and management course, King Abdulaziz University.

Sep 2018: Google Applications course.