

Amal Alshamrani

Phone: 0505517787

Email: AmalAlshmrani@gmail.com

Address: Riyadh , Saudi Arabia

X : @amalalshmrani

LinkedIn: <https://www.linkedin.com/in/amal-alshmrani>

PERSONAL PROFILE

I aim to enhance my skills by securing a position that fosters both professional and personal growth. I seek to expand my knowledge, collaborate with a team, and gain valuable experience to achieve both personal and organizational objectives.

EDUCATION & CERTIFICATIONS

Bachelor's in Business Administration Saudi Electronic University

2021-Now **GPA:** 3.45 of 4

Bachelor's in Libraries and Information science Norah Bint Abdulrahman University

2011-2015 **GPA:** 4.48 of 5

PROFESSIONAL EXPERIENCE

Documentation and Indexing Specialist | Cooperative Training

Central Library at Princess Nourah bint Abdulrahman University

Information Specialist | Cooperative Training

King Abdulaziz Public Library

VOLUNTEER EXPERIENCE

Member of the Business Administration Club College of Business Administration and Finance at SEU

Participated in organizing events and workshops.

Volunteer at the Children's Library King Abdulaziz Public Library

Assisted in organizing activities and reading sessions for children.

Volunteer at the Libraries Conference Princess Nourah bint Abdulrahman University

Helped in coordinating conference activities and managing attendee registrations.

Member of the College of Arts Club Princess Nourah bint Abdulrahman University

Engaged in cultural and academic events organized by the club.

COURSES

Data Analysis Using Excel

Human Resources Management

Accounting And Financial Management

Project Management For Life

LANGUAGES

Arabic

English

SKILLS

Microsoft Office Proficiency

Analytical Skills

Leadership Skills

Effective communication

Time management

Flexibility

Speed learning