




# Mohammed Omar Shawish

 0565320046

 hmmoood14188hm@gmail.com

 Jeddah

 Yemeni

## OBJECTIVE

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My career objective is to obtain a position that allows me to utilize my skills and experience to effectively contribute to the success of the company or organization I work for. I seek continuous professional development by learning new things and improving my current skills. Additionally, I aim to work in a stimulating and challenging environment that enhances my abilities and helps develop my personal and professional skills.

## EDUCATION

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**King Abdulaziz University | Saudi Arabia**

Bachelor's degree in administrative science.

GPA: 4.46 / 5 ( Second class honors)

## EXPERIENCES

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**Secretary**

**Noon Company | 2 years**

- Handle incoming and outgoing calls, emails, and correspondence, ensuring proper communication within the organization and with external partners.
- Arrange meetings, appointments, and conferences, manage calendars for executives, and ensure efficient scheduling.
- Organize company files, both physical and digital, ensuring easy access and confidentiality.

## COURSES

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- **English Language Course, Level 6**  
Oxford Academy, 40 hours, from 29/06/2024 to 18/07/2024
- **English Language Course, Level 7**  
Oxford Academy, 40 hours, from 21/07/2024 to 08/08/2024
- **Report Writing and Correspondence Preparation Course**
- **Time Management and Prioritization Skills Course**
- **Personal Behavior Patterns in the Work Environment Course**
- **Customer Service Course**
- **Communication Skills in the Workplace Course**
- **Stress and Fatigue Management Course**
- **Professional Work Ethics Course**
- **Decision-Making Course**
- **Creative Leadership Course**
- **Adaptation to the Work Environment Course**

## SKILLS

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- Proficiency in Microsoft Office programs.
- Communication Skills
- Teamwork Skills
- Problem Solving
- Time Management
- Adaptability
- Critical Thinking
- Technical Skills

## LANGUAGES

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- Arabic
- English.