Amal Ali Mahmoud Mustafa

Doha, Qatar | 55212412 | nudy\_12y@hotmail.com

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# OBJECTIVE

A motivated administrative professional seeking a position in a challenging environment. Over 6 years’ experience successfully providing administrative and secretarial support to the operational department. Proficient in a range of computer applications.

# EXPERIENCE

## Administrative Assistant

## Sukaina Preparatory School 2011-2017

* Performing the duties of the Principal's Secretary and Secretary of the Academic Vice President and Student Affairs
* Working on the HR1 program to record absences and amend and add data for female employees.
* Working on the electronic nomination and recruitment program
* Working on the e-nomination program for development (training groups for the Supreme Education Council)
* Work in the monitoring committee and enter grades.
* Organizing files

# Training Courses

# ICDL

# Skills

* MS Office.
* Communication Skills
* Administrative Skills.
* Interpersonal Skills

# Languge

* Arabic: Fluent
* English: excellent

# Personal information

* Nationality: Egyptian
* Sponsor: Family Sponsor
* Marital Status: Married
* Date of Birth: 20th Aug 1986
* Driving License: Qatar Driving License