



# Muneera A. Alshamlan

## Independent Consultant

Authorization:12113  
Ministry of Commerce and Industry



### Objective

A position in new area that has diligent, active, and good work environment.



### Education

**2008**

**MA. Management**

**University of Brighton. UK, Full Time.**

Research project report on Saudi Businesswomen and the United Kingdom.

**2006**

**PRE- MASTERS ENGLISH**

**University of Brighton UK.**

**2003**

**BA. IN BUSINESS ADMINISTRATION**

**King Faisal University Saudi Arabia, Full time.**



### Skills

- Decision Making.
- Conflict Resolution.
- Teamwork.
- Creative business solutions.
- Negotiations skill.
- Technical Skills (SPSS, HTML, Oracle and Firewall).



### Languages

Arabic & English



### Nationally

Saudi Arabia



### Reference

available upon request

### Contact

 Muneera.Alshamlan.com

 Muneera@Alshamlan.com

 linkedin.com/in/muneeraalshamlan



### Experience:

**2009-Current**

Independent consultant and trainer at many lending companies in the sector.

Certified from Saudi Ministry of Commerce and Industry (No.12113).

**2009-2010**

**Lecturer at the Open Arabic University (OAU)**

Women's division in Dammam, Saudi Arabia, Part Time.

Teaching the subjects business behavior in a changing world part A&B and Money and Banking.

**2006-2009**

**Chief Of Finance & Administration**

Women's social affairs in the eastern region. Minister of social affairs, Dammam, Saudi Arabia.

- Supervising a group of staff that does HR, IT Finance and Maintains and organizing the rest of the office and administrative supervision over the branches.
- Participate in committees and Organizational calendar.
- Interview Candidates offer the posts and selections
- Designed new employee orientation package and established facilitated all new employee activities and sessions.
- Assets in budget and other forecasting/planning activities.

**2003-2004**

**Development Assistant**

Women's social affairs in eastern region. Ministry of social affairs, Dammam, Saudi Arabia.



### Courses

**2015**

**EMPRTEC**

United Nations conference trade and development.

**2014**

**EMC**

Executive management certificate, Management Development institute, Missouri state university.

**Strategic Management for Growth and Profitability**

Mile, Madinah, Saudi Arabia.

**Media Training & Public Speaking**

Mile, Madinah, Saudi Arabia.

**Social Media inbound Strategy**

**2009**

**Meeting Management Skill**

National center for studies and social development in Riyadh, Saudi Arabia.

**2005**

**NEW MANAGERS INTERNATIONAL COURSE**

Grenoble school of business, France.