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🇸🇦 Saudi
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NOUF NAFISAH

BUSINESS ADMINISTRATION

About me

Fresh graduate student from HBSA College in Jeddah ,major Business Administration a Small Business Management. I am an ambitious and my priority is to get a great job in the future in a good company. I am motivated, organized and patient person.

Education

2015 | Graduated from high school degree Science in Jeddah

2016 | English vocational Certificate Pet from Cambridge B1

2018 | Graduated from HBSA College Diploma degree on Business Administration a Small Business Management

Personal Skills

- ◆ Able to handle pressure
- ◆ Self confidant
- ◆ Able to meet deadlines
- ◆ Able to organize and priorities my works
- ◆ Achieving my targets
- ◆ Able to create Business Correspondence

IT skill

Microsoft word ,PowerPoint,Excel,Publisher,Access,Outlook,and Designing website

Certificates

Volunteer in Bazaar at the HBSA College

Training Certificate for 200 hours on Samir Company at the HR department

Course Time Management at ITFCJ College in Jeddah

Course Customers Services from Almabdioon Center at King Abdul Aziz University

Course about Advanced Management Skills from Saudi Cultural High Institute

Course Executive Secretarial and Office Management at King Fahad Public Library in Jeddah

Course Introduction to Human Resources Functions at Doroob Platform

Course The Future Path for the Basics of a Career Search Program at MISK Platform

Course in Building administrative and organizational Structures and Regulations at Sadeem Platform.

Course Artificial Intelligence at KKUX King Khalid University Platform

Course startups essentials at KKUX King Khalid University Platform

Course labor Education According to Saudi Labor Law at Doroob Platform

Course The Growth of Small and Medium Enterprises at Monsha'at Platform

Course Managing personal information Outlook at Ethrai Platform

Course Reports Preparation at Ethrai Platform

Course Reporting Skills for Non-Administrators at Sadeem Platform.

Course Career Preparation at MISK Platform

Course Corona virus Pandemic and Crisis Disaster Management at The Health Promotion Center in King Abdul Aziz University .