

NOUF NAFISAH

BUSINESS ADMINISTRATION

🏠 Al Asalah neighborhood, Jeddah
☎ (+966)542587359
✉ Nouf.alnafisah505@gmail.com

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

- 2018** | Graduated from HBSA College Diploma degree on Business Administration a Small Business Management
- 2016** | English Vocational Certificate Pet from Cambridge B1
- 2015** | Graduated from High School degree Science in Jeddah

Interpersonal Skills

- ◆ Able to Handle Pressure
- ◆ Self Confidant
- ◆ Able to Meet Deadlines
- ◆ Able to Organize and Priorities my Works
- ◆ Achieving my Targets
- ◆ Solving Problems Efficiently

Technical Skills

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

Certificates

2021 | Entrepreneurship Adventures at KAUST

2020

Course Corona virus Pandemic and Crisis Disaster Management at The Health Promotion at King Abdul Aziz University
Course Career Preparation MISK
Course Reporting Skills for Non-Administrators at Sadeem platform
Course Reports Preparation at Ethrai
Course Managing personal information Outlook at Ethrai
Course The Growth of Small and Medium Enterprises Monsha'at platform
Course labor Education According to Saudi Labor Law Dorooob
Course Startups Essentials at KKUX King Khalid University
Course Artificial Intelligence at KKUX King Khalid University
Course in Building administrative and organizational Structures and Regulations at Sadeem
Course The Future Path for the Basics of a Career Search Program at MISK
Course Introduction to Human Resources Functions at Dorooob
Course Executive Secretarial and Office Management at King Fahad Public Library in Jeddah
Course Advanced Management Skills from Saudi Cultural High Institute

2018 | Course Customers Services from Almobdioon Center at King Abdul Aziz University

2019 | Course Time Management at ITFCJ College

2017 | Volunteer in Bazaar at the HBSA College