

## CONTACT ME

📍 Saudi Arabia - Riyadh

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## EDUCATION

- **Diploma in Computer Science and Information Technology**  
Princess Nora bint AbdulRahman University  
2019  
GPA : 4.27 out 5

## ACHIEVEMENTS

- attendance of 200 courses and more from Princess Nourah Bint Abdulrahman University
- Certificate of attendance for the Apple Developer Academy Program

## SKILLS

Computer Skills

Data Entry

Microsoft Office

Leadership

Problem-solving

Teamwork

Flexibility

Design

Technical programming

## VOLUNTEER

- Organizing the 89th National Day Ceremony at the Comprehensive Female Rehabilitation Center 2019
- Volunteering on the International Day of Disability and organizing a welcoming party for autistic children at the Obour Center 2019

# Zohwr Al-Mutairi

I graduated from Princess Nourah bint Abdulrahman University with a diploma in Computer Science and information technology. I started my career in several different fields, during which I acquired many skills and abilities, including, communication skill, teamwork, and problem solving.. I seek to hone my skills and experience by joining a challenging work environment, which will give me the ability to achieve personal and professional growth. And to be a partner in achieving the goals, aspirations and ambitions of the company that I will work for

## WORK EXPERIENCE

Administrative - Secretary

**Cap France Saudi Company**

MAR 2021 - SEP 2021

- Organizing and planning schedules for meetings and conferences
- Writing and printing administrative reports
- Receive and respond to phone calls and emails

Call Center

**Shawarma House Restaurants**

NOV 2020 - FEB 2021

- Receiving customer calls, providing the necessary information and guidance to the customer
- Answering questions and inquiries and providing appropriate solutions to complaints and problems, writing complaints and suggestions and directing them to the relevant department
- Marketing and selling products, building a positive communication relationship with the customer to know his needs and preferences to determine the right product for him

Sales representative

**Fawaz Al Hokair Company**

NOV 2019 - MAR 2020

- Achieving monthly and weekly sales targets
- Knowing and understanding the customer's need, identifying and marketing the right products and brands
- Writing weekly and monthly reports that include sales, customer complaints and suggestions

Technical support

**Ministry of education**

DEC 2018 - APR 2019

- Activate Microsoft Office programs for computers
- Activate the fingerprint for employees, phones and printers
- Do a factory reset and format devices

## COURSES

- **Secretarial and office management skills**
- **Touch typing skills in Arabic**
- **Administrative Empowerment**
- **ethical hacker**
- **Training in the principles of computer technology**
- **Training on the "Noor" system**
- **The role of human resources and the Saudi labor system**
- **Digital Marketing Basics course**
- **Small and medium enterprise management course**
- **Misk Career Preparation Course**