

REEM ALKHAMSAN

GRADUATE DIPLOMA IN OFFICE
MANAGEMENT



CONTACT

- ☎ 0546472899
- ✉ r.alkhamsan3@gmail.com
- 📍 Saudi Arabia-Hail city.
- 🌐 <https://www.linkedin.com/in/reemalshammri>

EDUCATION

• OFFICE MANAGEMENT DIPLOMA

Technical and Vocational Training
Corporation for Girls in Hail 2022

SKILLS

- Work under pressure
- Proficiency in Microsoft Office programs
- Accuracy in action
- Learning quickly
- time management

LANGUAGES

- Arabic
- English

PROFILE

I aspire to join a professional work environment that enables me to develop my skills and gain new experiences, and to be an effective and productive member to achieve success and development and contribute to the development and raising the efficiency of the employer.

EXPERIENCE

- HUMAN RESOURCES MANAGEMENT / COOPERATIVE TRAINING
Sharaf Hospital, Hail 2022

During my work in the Human Resources

Department, I was trained in several tasks, namely:

- 1- The sahel Program: I worked in the Transactions Fund.
- 2- Human Resources Program and System at the Ministry of Health.
- 3- Microsoft Word: In this program, I trained in writing, formatting, and printing administrative forms.

TRAINING COURSES

- Management Basics - Dorooob 2020 platform
- Driving Essentials - Dorooob 2020 platform
- Executive Secretarial Series - Dorooob 2020 platform
- Reservation and ticketing agent - Dorooob platform 2020
- Effective communication with customers - Dorooob 2020 platform
- How to Write a Successful CV- Dorooob 2020 platform
- Introduction to Human Resources tasks - Dorooob 2021 platform
- IT in the Workplace - Master Microsoft Office- Dorooob2022 platform
- Certificate of attending a course entitled: Basics of Self-Employment - from Riyada 2022
- A certificate of attending a workshop entitled: The Career Future between Anxiety and Planning - from Hadaf2023