





Haya Mohammed AL Subaie

CONTACT

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SKILLS

- Self development
- Communication skill
- Teamwork
- Decision making
- Work under pressure
- Time management
- Fast learning
- Computer (Excel - Word)

LANGUAGES

- Arabic
- English

Objective

Harnessing my strong sense of responsibility, dedication to work, and strong motivation to work And benefit from the qualifications and skills I obtained through my academic achievement In serving and developing your work and gaining experience in the administrative field

EDUCATION

Human Resources Diploma

The Higher Cultural Institute is under the supervision of the General Organization for Technical and Vocational Training 2019

Experiences

- Human Resources Operations Specialist
Operations coordinator
2022 - until now
- Data entry 2019
Specific Training Academy
Collaborated for two months
- Administrative in the files department 2019
Health Center (Alisha)
Cooperative training for two and a half months
- Data entry 2019
Bunyan Association
Volunteer for a month

Courses

- Customer service program from the Ministry of Communications and Information Technology - 9 days
- Computer course from the Higher Cultural Institute - 3 months
- English language course from the Higher Cultural Institute - 3 months
- Executive secretarial course from Doroob website - 20 hours
- Driving skills course from Doroob website - 4 hours