

Personal Date :

Nationality : Saudi
Date of Birth : 22-12-1994
Marital Status : Single

Objective :

I look forward to work in leading organization that allows me to use my skills, and increase my experience sharing them with a professional team

Riyadh City



<https://proof.address.gov.sa/Default.aspx?QAccountNumber=31300276498&QServiceNo=21000376454>



0562734761



Tgareed2014@gmail.com



Taghreed Al-saedan in
Linkedin.com

Taghreed Alsaedan

Experience

2017 – 2020

Secretary • Admin Assistant • work in Dr. suliman alhabib hospital

1 Month

Sales • Sales Specialist • work in Al Thamad company

Education

Institute Of Public Administration , Riyadh

- Diploma Computer Network two years and 6 months, graduated on 2014-2017

Skills

- Good treatment with others
- Time Management, Communication skills
- Troubleshooting Network problem
- Microsoft Office Program (Outlook, Exile, Word, PowerPoint)
- Timekeeper with (Linux Oracle Software)

Certification

- Volunteer in Network unit at king Saud University two month
- CCNA Cisco
- Information Security in Dr. Suleiman alhabib hospital with business Trip
- Financial claims specialist course
- Project Time & budget Control using EVM tool

Languages

- Arabic – English