

ASHWAQ SAUD ALSUHIMI

OBJECTIVE:

I have a diploma in office administration, And I want to join a professional work environment that enables me to develop my skills, Ambitious and I want to be an active

CONTACT:

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EDUCATION:

2015 diploma Office Management and Administration , Taibah University

COURSES:

6 Months, Data Entry and Words Processing Course, aljazira

6 Months, English , alkhaliq

60 training hours, Human Resource Management, College of Technology

60 training hours, Successful management techniques and strategies, College of Technology

20 training hours, Executive secretary, DROOB

SKILL:

Computer SKILLS

OFFICE SKILLS

Contact and communicate with others

time management