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OBJECTIVE

Joining a professional work environment enables me to develop my skills and gain new experiences and to be an active and productive member, and contribute to the development of the workplace that I will work with to achieve success .

EDUCATION



Diploma in Office Management (3 years)

Tabuk Technical College

GPA 3.29

Graduation year: 1400



High School

Grade:very good

Graduation year: 1436

COURSES


- Data entry and word processing 6 months course Technical and Vocational Training Corporation
- Information Security Course - Doroob.
- Management Fundamentals Course - Doroob.
- Digital Marketing Basics Course - Google
- Human Resources Management Course for Entrepreneurs of Small and Medium Enterprises - Qassim Chamber
- Introduction course in human resources tasks - Doroob

LANGUAGES


- Arabic 
- English 


SKILLS

Creative Management 


Planning and organizing 

Teamwork 

Decision making 

Computer 

Work under pressure 

Adaptive speed 

Work under pressure 

Time management 