

Adibah Abdulaziz Aljamal



PERSONAL INFORMATION

Adibah Abdulaziz Mohammed Al-Jamal
Date of birth: 16/06/2000
Riyadh, Saudi Arabia
0561542648
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EDUCATION QUALIFICATION

Technical College at Riyadh
Diploma Degree, in **Office Management**
Cumulative rate: 4.58 out of 5 With second class honours
Graduation year: 2021

EXPERIENCE

- Cooperative training at the Ministry of Transport and logistics services in the Department of Human Resources Development for one month and three weeks.
- Tamheer program at the Ministry of Transport and logistics services 6 months, As an executive secretary.

COURSES AND CERTIFICATES

- Certificate in the activities of the Administrative Technical Department of the College.
- Cycle of loyalty and institutional affiliation.
- Teamwork and task force building course.
- Communication and dialogue skills course.
- Job seeker skills course.
- Stress Management in the Workplace.
- Labor Education according to Saudi Labor Department Law.

SKILLS

- Proficiency in using Microsoft Office software.
- Follow-up of documentation related to human resources management.
- Telephone and electronic communications.
- Organization of various secretarial work.
- Preparation of administrative correspondence.
- Great verbal and written communication skills.
- Excellent time management skills.
- Ability to multitask and prioritize tasks.

LANGUAGES

- Arabic.
- English.