

## CV

### **Boudor Mohammad Abdularahman AISakran**

Birth: 4/5/1987      Status: Single      Nationality: Saudi

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Riyadh – Kingdom of Saudi Arabia

#### **Objective:**

Investing my strong sense of responsibility, dedication and a strong motivation to work to benefit from the qualifications and skills that I got from my academic achievement in serving and developing your work.

#### **Education:**

Secondary School certificate

Three majors from the Gulf Women's Institute under the supervision of the General Organization for Technical and Vocational Training and obtained:

- 1- Certificate of Advanced International License for Information Technology Skills (six months)
- 2- Certificate of attendance at a business development course (two weeks)
- 3- English Language Course Certificate (two months).

#### **Training courses:**

Courses that I took at the Institute of Public Administration:

- 1- Change Management Course.
- 2- Government final accounts.
- 3- Governmental accounting in branches.
- 4- Human Resource Planning.
- 5- Skills of dealing with beneficiaries.
- 6- Motivating employees.
- 7- Information crimes.
- 8- Government financial reports.
- 9- Principles of financial accounting.
- 10- Creative secretarial skills.
- 11- Skills of dealing with superiors.
- 12- VAT.
- 13- Effective speech.
- 14- Outlook (Personal Information Management).
- 15- Development of beneficiary services.

- 16- Legal aspects of human resources.
- 17- Administrative leadership.
- 18- Governmental accounting restrictions.

**Work experience:**

none.

**Technical skills:**

Microsoft Office 90%.

Web and Social 90%.

**Personal skills:**

Communication skills 100%.

Time management 90%.

Word processing, worksheets and databases 80%.

Team management 80%.

Solve problems effectively 90%.

Computer use and file management 90%.

**Languages :**

Arabic.

English.

**Proud to be:**

Organized (creative thinking, effectiveness, productivity)

Good planner (for problem analysis, decision making).

Team work (collaborate, set goals, and lead a group).

Able to learn fast and acquire new skills.

pay attention to detail, and understand business strategies.