

Qualifications



Qualification / Intermediate University
Certificate Diploma

Specialization / Office Management

Department / Technical Management

GPA / 3.22 out of 5

Graduation date 1439–2018

Courses and certificates



Certificate issuing authority / Technical and Vocational
Training Corporation

Certificate name / computer Data entry and word processing
Months + cooperative training (secretary) for 4 months 6 term /

The course body / Institute of Public Administration – Saudi
Red Crescent Public Authority

Course name / Code of Business Conduct and Business Ethics

Course name / correspondence preparation

Course Name / Creative Secretarial Skills

Course Name / Administrative Coordination

Course Name / Administrative Supervision

Name of the course / infection control

Personal skills



Problem Solving

Full adaptation to work within the work

The speed and accuracy of typing on the
keyboard
Regulation and emotional intelligence

The use of computers in the field of the Internet

Subjective

Take responsibility

Fluency in spoken and written English

Positive

Ability to build social relationships



personal information

The name

Musa Ayed Musa Al-Ahmari

Civil Registry

1085059127

Date of Birth

22/07/1414

Abha Kingdom of Saudi
Arabia

0530513575

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Language

Arabic

English

Interests

The Internet Teamwork
Reading Sports