

CURRICULUM VITA

Bdoor Mohammed Al-Sakran

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PERSONAL DETAILS:

- Gender: Female
- Marital status: Single
- Nationality: Saudi
- Address: Riyadh
- Date of birth: 05/05/1987

EDUCATION:

- High School Education Certification.
- Certificate in English Language Program (110 hrs), 19/09/2013 from Al-Khaleej language Institute – Direct English
- International Certificate in IT Skills Foundation - advanced level certificate - (6 months), 21/12/2015 from Al-Khaleej Institute for Training and Education in collaboration with Cambridge International Examinations.
- Certificate in Customer Services (20 hrs), 05/05/2016 from Al-Khaleej Institute for Training and Education.
- Certificate in Business Contact (20 hrs), 05/06/2016 from Al-Khaleej Institute for Training and Education.

SKILLS:

- IT skills
- Active and highly responsible person
- Ability to deal with work pressures
- Ability to learn new skills
- Quick understanding of work strategies
- Typing speed (العربية) / (English) : Best