MUNEERA ABDULTEEF

CONTACT

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RIYADH- SAUDI ARABIA

Courses

- Working on etimad platform .
- office management and secretarial skill from the innovation generation institute .
- English from the gulf institute .
- Learn course with confidence.
- Customer service principles .
- Driving basics .
- Understanding customers .
- Management basics .
- Human resource planning .
- Identification of training needs .
- Creating media content in social networking sites .
- cybersecurity .

Skills

- Proficiency in the use of computers and microsoft office programs.
- communication and interpersonal skills.
- flexibility and ability to manage priorities .
- Research and organization .
- work under pressure.
- Take responsibility .
- Problem Solving .
- Creative thinking .
- Teamwork .

CAREER OBJECTIVE

harnessing my strong sense of responsibility , dedication and strong motivation to work in the facility and take advantage of the qualifications and skills that i obtained through my academic achievement in the service and development of your work

EDUCATION

Human Resources Diploma
Retal International Training 2022

Bachelor of Curricula and Teaching Methods
Princess norah unversity 2017

PWORK EXPERIENCE

- Training Human resources for three months at the Ministry of Municipal and Rural Affairs

- work as Contract and Collection Specialist at Rubeaan holding Group. 2021(Present)