

# Curriculum Vitae

## PERSONAL

**Name**  
WADHA ALDOSSARI  
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Khobar  
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## RESUME OBJECTIVE

I would like to join the work team in order to achieve and cooperate, and I want to develop my professional experience and add to the success of the facility with the skills and experience I gained

## WORK EXPERIENCE

Nov 2021 - Dec 2021 **Reception**  
*company.sakan*  
I made data entry through the Excel program. The tasks I worked in were sorting files and preparing reports. I achieved the company's goals, which is to deliver reports in a timely and successfully manner.

## EDUCATION

Mar 2018 - Feb 2021 **Diploma in Human Resource**  
*Learning Academy*  
The training body is accredited by the general organization for technical and vocational training

## SKILLS

microsoft office	● ● ● ● ●
Organization	● ● ● ● ●
multitasking	● ● ● ● ●
work ethics	● ● ● ● ●
communication	● ● ● ● ●
Administration	● ● ● ● ●

## COURSES

Aug 2021 - Aug 2021	labor culture
Aug 2021 - Aug 2021	interview skills
Aug 2021 - Aug 2021	CV writing skills