

Asma Muteb Alenazi

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## PERSONAL INFORMATION:

- o Nationality: Saudi
- o Marital Status: Married
- o Date of Birth: 07-08-1999

## EDUCATION:

- o Diploma Degree in Editing and secretarial
- o Alimam Mohamed bin Saud University - Saudi Arabia -Riyadh
- o Grade: Good, GPA: 3.01 of 5
- o Graduation: 2019

## EXPERIENCE:

- o Marketing as seller in Apparel company by Providing customers with exceptional care, attention, and courtesy.
- o And Working collaboratively in team environment.
- o Sales consultant for Allianz Saudi Fransi.

## LANGUAGES:

- Arabic language it is (Mother Language) o English (good)
- o Turkish Language (Excellent)

## QUALIFICATIONS AND TRAINING COURSES:

- o Human Resource Course
- o Microsoft Office o Power Point o Microsoft Access o Excel and Word

## VOLUNTEERING AND RELEVANT DEVELOPMENT:

- o KAUST o Problem solving skills in the work place. o Teamwork skills o Digital transformation and future career.

## CAREER OBJECTIVE:

Harnessing my strong sense of responsibility. Dedication to work and strong drive to work for a company I will work to use my qualifications and skills This is what I got through my academic achievement in serving and developing your business.

## SKILLS:

Good at teamwork Good communication skills Time management and creativity  
Problem solving

References Available upon request

