

AMANI ALBURAIDY

office management

OBJECTIVE

I am seeking a job where I can exploit my skills and experience to help achieve the objectives of the business.

CONTACT

Mobile: 966+ 561102412
Email: amani.alburaidy@gmail.com
Address: Riyadh - Saudi Arabia

SKILLS

- Microsoft word , excel
- Communication skills
- Flexibility
- working under pressure
- Planning
- Hard working
- Motivated and dedicated
- Teamwork

Language

- Arabic (Native)
- English (beginner)

COURSES

Teamwork Skills

Human Resource Development Fund (Droob) | 2019

Determine Your career Path

Human Resource Development Fund (Droob) | 2019

Career Planning

Human Resource Development Fund (Droob) | 2019

Basic Work Skills

Human Resource Development Fund (Droob)| 2018

Problem solving and decision-making in the work environment

Princess Nourah Bint Abdulrahman University |2019

Career Readiness Essentials

Misk Foundation | 2020

EDUCATION

Princess Nourah Bint Abdulrahman University

Office Management Diploma 2017-2019