

# AMAL FAISAL SALEH ALZAHRANI

## Curriculum Vitae



### **:QUALIFICATION**

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#### **Intermediate college**

diploma for teacher preparation.

Specialization in (Quran Sciences and Islamic Studies)

### **: EXPERIENCE**

- 2004 Kindergarten teacher at the Charitable Society Foundation in Najran.
- 2008- Kindergarten teacher at the Aziziyah district center in Makkah Al-Mukarramah.
- 4/13/2007 - 11/6/2010 working under the name of a secretary and supervising computer work in Jabal Al-Noor Scientific Complex in Makkah Al-Mukarramah
- 2009 Intermediate school teacher to teach all religion subjects in the fourth intermediate school in Makkah.
- 2010 A teacher to teach all subjects to primary school students in the 61st elementary school in Makkah.
- 1/5/2014 to today, work in the Ministry of Education under the title of Administrative Assistant.

### **SKILL**

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Painting and plastic arts.

Communicate effectively with the work team.

Creative thinking and the ability to solve problems.

Get tasks done and meet deadlines.

Planning, organizing and managing priorities.

Editing text documents.

Create forms.

Writing letters.

Design presentations, animations and graphics.

Create content indexes.

Desire to research, learn and keep abreast of developments.

### **CONTACT**

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966544720114

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Amalzahrany14021@gmail.com

#### Interests :

- Draw
- Reading

## COURSES:

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- 2005 One-year course (secretarial diploma) Microsoft package from the Center for Information Technology and Technical Support at Umm Al-Qura University in Makkah.
- 23/3/2007 - 9/5/2007 Al Qaeda Al Noorania course from Jabal Al-Nour Scientific Center in Makkah Al-Mukarramah.
- 10/6/2015/06/2015 Public Relations Officer Course from Ebdaa Al-Aseel Training Center in Makkah Al-Mukarramah.
- 2017 Fares System Course. One Day.
- 27/2 / 2017-1 / 3/2017 Leadership course (101) in the twenty-first secondary school in Jeddah.
- 9/5/2017 Leadership Course (102) in the twenty-first high school in Jeddah, one day.
- 10/17/2018 Watercolor arts course in the fifty-ninth high school for one day in Jeddah.
- 23/3/2019 The basics of advanced makeup course from the Exclusive Technology Training Center for five days in Jeddah
- 2/29/2020 - 2/3/2020 The Filmmaker Program (Flemora) course at Umm Khadija Elementary School. In Riyadh .
- 10/2/2020 Fashion Design Course, 16 training hours from the Institute of Culture and Arts for Training, Riyadh.
- 20/2/2021 Effective Speech Course from the Institute of Administration. Remotely .

### Posts:

Participation in the event of the International Day of Civil Defense.

Organizing events, preparing presentations and participating in school programs.

Attending the tenth science and engineering forum, and the first excellence and creativity forum (your environment is your home) for the year 2016.

### Volunteer

Volunteering in distributing the basic needs of the poor and orphans while working in the Aziziyah neighborhood center and Jabal Al-Noor Scientific Complex, as they are charitable institutions