

Mariam alotibi

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PROFILE

Secure a responsible career opportunity to fully utilize my training and skills ,while making a significant contribution to the success of the company.

EDUCATION

Jan 2015

Bachelor of Arabic language , Princess Noura university – RIYADH

GPA 2.89of 5

Mar 2021

HR Management Diploma , Software Institute

EXPERIENCE

MAY 2020– AUG 2020

Personnel affairs, Technical college .

- Send a letter to the employee.
- Search employee files.
- Recording employee leave.
- Employee archive.

SKILLS & LANGUAGE

- Goal sting. (Excellent)
- Team leadership (Very good)
- Listen to others and ask questions. (Excellent)
- English Language. (good)
- Problem solving skills. (Excellent)
- Arabic language. (Very good)

CERTIFICATES

- Introduction to the computer.
- Leadership &supervisory skills.
- Secretarial skills.
- English language development.
- Teamwork & communication