

ANHAR ALAQEEL

Administrative Sciences-Recent graduation

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Saudi Arabia

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CAREER OBJECTIVE

As I look to take on new challenges and opportunities, I am eager to bring my skills and expertise to an organization that is committed to innovation, growth.

EDUCATION

Administrative Sciences, High Managerial Aptitude For Training Institute

Diploma Degree

Dammam, Aug 2021-Apr 2023

EXPERIENCE

Certificate of Internship as an administrative assistant — Spaces X Places Company

Khobar , Mar 2023 -June 2023

- Holding meeting.
- Communicating with customers.
- Managing social media accounts for company.
- Excel skills in accounting and data entry.
- Creating invoices in a program wefaq.
- Using Trello program.
- Make a videos for company.
- Using Google calander.

Certificate of attendance — Summit 23 Graduation project

Dhahran, Mar 2023

CERTIFICATIONS

Certificate Of Completion In English Language Course — Sadara Language Institute

Dammam , Jan 2022 -Jun 2022

- Passing Course at Level 4-5-6, and completed a total of 180 hourse of instructions and
- Achieved a grade of (A).

Certificate Of Completion In English Language Course — Sadara Language Institute

Dammam , Sep 2021 -Jan 2022

- Passing Course at Level 1-2-3, and completed a total of 180 hourse of instructions and
- Achieved a grade of (A).

SKILLS

- Leadership and management
- Teamwork and interpersonal skills

- Communication skills
- Social media expert

- Photographer
- Desinging by Canva