

- **identification file:**

Sharifah Ali Mutaen

Saudi

- **Communicate :**

0563750946

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- **Education :**

Human Resources Management Diploma.

- **Practical experiences:**

customer service (mobily company) 1/2011-7/2011.

Coordinator and Administrative Assistant (Arrow food) 2016- 2020.

- **Courses :**

1. Career behavior and communication skills.
2. Preparing a human resources specialist.
3. Administrative leadership.
4. Introduction to strategic planning for human resources.
5. data analysis.
6. Training of Trainers.
7. Hermann scale.
8. Developing leadership and supervisory skills.
9. Executive secretary.
10. Explanation of the social security system.
11. Cyper security
12. Secretarial and office management.
13. Preparation for the IELTS English test.

- **Skills :**

1. Dedication and perseverance in work.
2. Ease of social communication .
3. Work under pressure .
4. Facing problems and the ability to solve them .
5. Using the computer and Microsoft programs (Excel - Word) .
6. Flexibility.
7. Communication Skills.
8. Responsibility. `
9. Leadership.

