

Hayat Hassan Alzahrani

Personal details :

City : Dammam
Nationality: Saudi Arabia
Language: Arabic (Mother Tongue)
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Objective :

I am a hard worker , with fast learning ability and high ambitions. Always looking for the opportunities to gain the experience needed.

I am seeking a data entry job to be a part of the professional work environment in order to apply and expand my knowledge and experience.

Educational Qualification :

- High cultural institute , Feb 2018
Diploma in Computer Applications and Secretarial
- High school, June 2004
Alhammad school

Experience:

- Mar,2019 : Supervisor of postal services , creativity industry trading Est.
- Mar,2017 : Administrative support section and Monitor committees ,National center of Measurement "working system hours or extra work systems".
- Dec,2017 : Secretary office, Department of history at Imam Abdulrahman University
"collaborative Training 3 months ".

courses :

- Intensive English language , March 2012
- Future Bright Institute .
- Using computer in office tasks , Jan 2014
- High cultural institute .
- The training program The basics of information security implemented electronically and approved by the Institute of Public Administration The number of hours of the program is two hours and 53 minutes on (04-28-2020).
- The Outlook outlook personal information training program implemented online and accredited by the Institute of Public Administration, the number of hours of the program is 1 hour and 53 minutes, on (4-5-2020).
- Culture of telework administratively Number of Training Hours:2 Issue Date; 2020-5-7
- Culture of telework technically Number of Training Hours:2 Issue Date: 2020-5-7

Personal Skills :

- Using computer/ MS office.
- Speed in data entry.
- Working within a team.
- Effective communication skills.
- Organization and planning.
- Cooperation.
- The desire for continuous learning.
- Work under pressure.
- Time management.

Languages:

- Arabic (mother tongue) .
- English (60%) .

Interest : Search - Reading - Learn about other cultures .