

REEMA ALOLAIQ

ABOUT ME

Striving to Join a Professional & High - Level Work Team in Order to Achieve The Goals of The work & to Pass its Challenges & Obtain More Administrative Responsibilities, in Pursuit of Developing Administrative and Scientific Skills.

CONTACT INFO



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Address
Saudi Arabia-Riyadh

LANGUAGES

Arabic
English

MY SKILLS

Computer proficiency

Microsoft Office.

Discipline at work time

Meeting Preparing.

Proficiency in various office work.

WORK EXPERIENCE

**Working in King Fahad
Medical City
Riyadh, KSA**

- Nursing secretary. **07/02/2022 - 28/07/2022**
- Administrative Organization. **01/08/2022 - continuous**

**Foundation year of health
colleges library
(volunteer) 2019**

EDUCATION HISTORY

**Bachelor Degree of Science in the field of
Biology at Princess 2015-2020
Nora Bint Abdul Rahman University, Saudi
Arabia**

**Diploma Degree in Computer
Applications 20 at Imam Muhammad 2020- 2021
in Saud Islamic University**

SHORT COURSES:

English language course at King Fahd Medical City-
Riyadh(17/07/2022) to (18/08/2022).

Job qualification course (02/06/2022).

Molecular medicine course at the Saudi
commission for health specialities (6/7/2020).

A perfect Crime course at the Saudi commission
for health specialities (19/7/2020).

