







ALANOUD WALEED ALMENTAKH

Small business management

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 Dammam  alanoud134_@hotmail.com  female

PROFILE

A highly organized and hard-working individual looking for a challenging role in a reputable organization to utilize my technical, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the Small business management

EDUCATION

2015 → 2017 **First secondary school**
High school

11-2018 → 09-2021 **International Technical college . Khobar**
Higher Diploma in Small business management

WORK EXPERIENCE


01-2020 → 03-2020 **Alkhaleej training and education -Coop training -khobar**
Customer service-/Archive - Computer skills


07-2021 → 09-2021 **Almajal Servicemaster company-Coop training -khobar**
Administration department


PERSONAL SKILLS

- ✓ Detail oriented, strong organization and a high degree of accuracy
- ✓ Analysis and Decision-Making skills
- ✓ Excellent conceptual and analytical skills
- ✓ Able to work on my initiative or as part of a team
- ✓ Managing tasks and problem-solving skills

SOFTWARESKILLS


Microsoft excel 

Microsoft Power Point 

Microsoft Word 

LANGUAGES

Arabic 

English 

TRAINING COURSES

- English PET exam certificate from Cambridge - 2019
- IT certificate from Cambridge - 2019
- Human recourses development fund program (Communication skills)
- Human recourses development fund program (Preparation to enter the labor market)
- Human recourses development fund program(Know your professional attitudes)