



## Personal

- Address**  
Riyadh
- Phone number**  
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- Email**  
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## Interests

- Art
- Swimming
- Meditation

## Languages

- Arabic 
- English 













## Education and Qualifications

- Bachelor** Jan 2010 - Jun 2014  
Aljouf university
- Kindergarten
- Diploma** Sep 2014 - Jun 2016  
Vocational and technical training  
IT Technical support

## Work experience

- Altjheed private schools** Sep 2016 - Dec 2019  
Data entry  
GOSI program expert  
Mastering Microsoft office programs ( excel, power point and word)  
Maintaining computers in terms of formats and updating their systems  
Maintenance of smart screens and printers
- Ministry of Education** Feb 2016 - May 2016  
Administrative Communications Office  
Communicate the circulars on regional level  
Working on an initiative that includes private schools in the region in the Excel program  
Reporting and monitoring teacher's data, attendance on regional level

## Skills

- microsoft exchange admin 
- active directory 
- Microsoft Office Excel 
- Microsoft Office PowerPoint 
- Good interpersonal and verbal communication skills 
- Ability to perform effectively under pressure 
- Ability to work effectively on tight schedules 
- Active team member 
- Problem Solving 
- Flexibility at work 
- fast learning 
- Attention to detail 
- Desire to learn and acquire new skills and experie 