

**curriculum vitae**  
**( C.V )**

**Personal Information:**

<b>Name</b>	Muslim Mahli Halan Al-Ruwaili
<b>ID</b>	1107486167
<b>Nationality</b>	Saudi
<b>Date of Birth</b>	29/04/1999
<b>Marital Status</b>	Single
<b>Sex</b>	Male
<b>Building No.</b>	6696
<b>Street Name</b>	Halimah al-Sa'diyah
<b>District</b>	Almohamadya (H)
<b>Town</b>	Sakakah
<b>Zip Code</b>	72345
<b>Additional number</b>	4908
<b>Unit No.</b>	9

**Qualifications:**

<b>Qualification</b>	<b>Specialty</b>	<b>GPA</b>	<b>Issued Place</b>	<b>Obtained Year</b>
Diploma	Office Management	3.43	College of technology at Aljouf	1442

**Courses:**

<b>Course Name</b>	<b>Specialization</b>	<b>Period</b>	<b>Place of course</b>	<b>authority</b>
Data entry and word processing	Computer	6 Months	Sakakah	National Institute

**Skills:**

- Proficiency in the use of computer programs.
- Communicating with others and listening well.
- I have high social communication skills.
- The ability to build social relationships.
- Attention to time management and punctuality.
- Able to work under pressure and workload.
- Communicating and collaborating with the work team.

**Languages:**

<b>Language</b>	<b>Level</b>
Arabic	Mother tongue
English	Intermediate

**Address:**

<b>City</b>	<b>Mobile No.</b>	<b>E-mail</b>
Sakakah	0544664728	Muslim.6220@gmail.com