

FAREEDA ALKUWAYTIM

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Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my technical skills.

EDUCATION

- | **Shaqra University** - Community College in Alquwaiayah (Diploma Computer Science)
- | G.P.A (3,77 / 5)
- | Graduation Year: 5-Jun-2013.

WORK HISTORY

- | 6\7\2019 – 25\11\2019
- | Worked as Customer Service in Contact Center Company (STC Telecom Centers) .

COURSES

- | Social communication skills (Motmaena Center)
- | Secretarial and managerial skills

TECHNICAL SKILLS

- Microsoft Office (MS Word, Excel, PowerPoint, Internet, etc.)

PERSONAL SKILLS

- Excellent written and verbal communication skills
- Highly organized and efficient
- Proven leadership skills and ability to motivate
- Ability to work independently or as part of a team