

Fatimah Hezam AlQahtani

PERSONAL INFORMATION:

Nationality: Saudi Arabia
Date of Birth: JUL 15, 1996
Sex: Female
Address: Dammam
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JOB OBJECTIVE:

To work for an organization that provides me with an opportunity to knowledge to grow along with the organization's goals.

EDUCATION:

- Diploma in Comp-Information System from Community College at Imam Abdulrahman Bin Faisal University in Dammam, KSA , May-2018.
- English Course - Aramco Feb-2019

VOLUNTEER WORK:

- 1437-1438: participate as volunteer in community college with group of Community Service Club (nabdh),a certificate of thanks has been obtained.

COURSES& WORKSHOPS:

- May 2020: PMP
- Sep 2018: KPIs, Human Resources Reports.
- March 2018: Customer service.
- March 2017: Business skill at community college in Dammam.
- February 2016: job search techniques at community college in Dammam.

SKILLS:

- Good knowledge of Microsoft office.
- Analytical skills.
- Planning and organization skills.
- Communication skill in the dialogue and how to deal with different personalities.
- Participating with the team.
- Learning quickly.

LANGUAGES:

Arabic and English.