

# CV



28-11-1418



Riyadh



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Saudi

## Computer skills

Website development



Micro Soft Office



## Objective

Work to raise the efficiency and productivity of the institution that I will work for and apply the information, experiences and skills I have

## Languages

Excellent spoken and written

Arabic



Very good spoken and written

English



# Fatun Soliman Al Hijab



## Education

Diploma in Computer Science, Information Technology

GPA: 4.18

Princess Nourah Bint Abdul Rahman University



## Experiences

Work for Al-Areen International Contracting Company for four months as customer service agent

Working for the Integrated Telecom Company as customer service technical support agent since 14/10/2018 until now on the job



## Courses

Complete a one-month training for customer service at the Specific Education Institution

A 40-hour program from Google in the basics of digital marketing

Future shifts in financial and banking services

Training session in entrepreneurial mindset and crisis management

Professional path program from the electronic Droup platform

Methods of communication in the work environment

Self development

How to build an effective social relationship

Know your customer



## Capacity

Learning and acquiring new skills

Work under pressure

Solve problems positively and take responsibility

Time management and priorities

Self-confidence, speaking clearly and consistently

Tact in expression and good looking