



Ghadeer Hashem Alyami

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EDUCATION :

General Secondary Certificate, Sharia section, Umm Salamah High School, Dammam (2016-2017)

Diploma in Technical Support (Networks) International Technical College 5/21/2019

EXPERIENCES :

Graduation training at Taqat Employment Center (10 weeks) under the title of Administrative Assistant

Training tasks:

Registration of jobseekers in the Taqat Center, assisting them in enrollment, printing registration forms, and directing them to the course workshops at the Taqat Center

PERSONAL SKILLS :

Enduring work pressures

Good communication skills

I can about using the computer and solving its problems

Able to manage time

TRAINING COURSES :

(English language basic course) Prince Sultan Fund and the General Organization for Technical Vocational Training)
From 5/31/2020 to 7/8/2020

(Powerpoint -word -Excel-Access) Microsoft Office programs basic course
Prince Sultan Fund and the General Organization for Technical Vocational Training
From 5/31/2020 to 11/6/2020

Strong and influential personality (General Organization for Technical Vocational Training)
Date 9/11/2019

(Administrative empowerment in the secretariat and office administration, General Organization for Technical Vocational Training)
From the date of 10/21/2019 to 10/22/2019

Work Ethics - Taqat Recruitment Center
Date 7/22/2018

Steps to searching for work - Taqat Employment Center
Date 7/22/2018

Interviewing skills - Taqat Recruitment Center
Date 7/22/2018