

Haifa Sultan Alotaibi

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Riyadh, Saudi Arabia

Education:

- Diploma in Computer - Aug 2017
- Diploma in English - June 2013
- High school certificate - 2009

WORK EXPERINCE:

- **System Domain company** March 2015 – March 2018
 - Department Supervisor
 - Final Quality Checker
 - Data Entry Operator
- **Volunteer:**
 - **Volunteer in princess Nourah bint Abdulrahman University** 2018 -2019

Courses:

- Course Develop Planning Skills for Life and Business. - 2018
- Human resources specialist course Riyadh chamber (40 hours) - 2019

SKILLS

Language:

- Arabic -English.

Technical Skills:

- Microsoft office (Word, PowerPoint, Excel and Access).

Key Skills:

- Time management.
- Ability to work in Pressures.
- Quick learn and training.
- Good communications skills.
- Organizer.
- Team work.