

# HANADI ALSANEA

OFFICE MANAGEMENT

08/07/2001

## OBJECTIVES

A highly disciplined and hard-working individual looking for a responsible position to gain good experience, looking To work in an organization which helps to explore and an environment to grow.


## EDUCATION

Diploma's Degree In Office  
Management

King Saud Ibn Abdulaziz University  
2019-2020

## CONTACT

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## TRAINING COURSES

- Human Resource Specialist - Exclusive Technology Training Center
- Modern Banking Management - Exclusive Technology Training Center

## SKILLS

### PROFESSIONAL

- Computer Proficiency
- Flexibility And Ability To Manage Priority
- Adapt Quickly To New Enviroments
- Follow The Required Directions And Basics Planning And Leadership
- Able To Communicate Efficiently And Work as part Of A Team

### SOFTWARE SKILLS

- Microsoft Office

## LANGUAGES

ARABIC



ENGLISH

