

# Hessah Ibrahim Al-Saleam

**City: Riyadh**

**12/8/1999**

**Phone number: 0590945771**

**Hessah1122@gmail.com: Email**

## Education:

**Major \_ Diploma in Business Administration - June, 2020**

**International Technical Female College at Unaizah**

**GPA: 4.65**

## Certificates:

**2018 (PET) English Language Certificate**

**2018 IT Microsoft Office Word Certificate**

**2018 IT Microsoft Office PowerPoint Certification**

**2019 Internet Explorer IT Certification**

**2019 IT Microsoft Office Excel Certification**

**2018-2019 Certificate of establishing a small project inside the college.**

**2020 Course Certificate How to start your business from the Social Development Bank**

**2020 Course of Labor Education according to Saudi Labor Law**

## Experience

**Al Shifa Hospital, Unayzah (June.2019 ... August.2019)**

**Training (OJT) in the Department of Medical Education and the Records Department**

**College of Excellence, Unayzah**

**Assisted the manager in the medical training department with various administrative functions such as word processing creating and editing Excel spreadsheet, filling and registering employees for training course.**

## Skills

**Excellent Computer skills**

**Ability to work well under pressure**

**Punctual and disciplined**

**Great team work and customer service skills**

**Decision-making and problem-solving skills**

**Ability to communicate and persuade effectively**

**Ability to withstand overtime**

**Hardworking and ability to work with groups**

**Skilled in computer and software program use**

## Languages:

**Arabic \_ English**

