

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

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

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

Languages:

Arabic

English