

Jawza Al-Mutairi

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**Profile Summary :**

I am interested in seizing the opportunity to work, specialize in public administration and have a strong motivation to develop the skills and fundamentals of management gained from education and courses in a good and creative organization.

**Education:**

- Public Administration Specialization
- **King Abdulaziz University .**

**Training Courses :**

- HR Specialist – **20 hours 4 day**
- **Tamkeen Goal Training Center .**
  
- Skills of preparing reports, letters and administrative notes – **15 hours 3 days**
- **Tamkeen Goal Training Center .**
  
- Academic skills
- **King Abdulaziz University .**

**Skills :**

- Preparation of administrative reports.
- Effective communication with groups.
- Development of language skills and thinking.
- Strategic planning and administrative supervision.
- Proficiency in the use of Microsoft programs.
- Implementation of work with high reserve.