


# MARIA ALARMANI

## PERSONAL INFORMATION

 Buraydah

 28/09/1415

 Saudi

 0504852530

 imariaata@gmail.com

## LANGUAGES

**Arabic** language (mother)

**English:** Very good

## OBJECTIVE

Join a professional work environment that enables me to develop and acquire new experiences and skills and to be an effective and productive member to achieve success and development and contribute to the development and advancement of the field in which I work.

## QUALIFICATION

**Diploma**  
Office Management  
Excellent (4.53 of 5)  
2021  
Tvtc\_f\_buraydh

## EXPERIENCES

**2021**

- **Collaborative training (Customer Service)**  
(Toothpick dental dispensary)

**2018**

- **Volunteer for a year and a half**  
(Intama Volunteering Team)

**2021-2022**

- **Production control**  
(Jude Al-Qamah Factory for Paper Products)

## COURSES

- Job excellence
- Introduction to graphic design
- Financial planning and budget
- Customer service and social media

## PERSONAL SKILLS

- Finding solutions and ideas
- Microsoft office Programs Skill
- Flexible
- Teamwork
- Organized
- Printing skill in terms of speed and accuracy