

Personal Information

Nationality: Saudi

Residence Location: Riyadh – king Fahd

Mobile: 0568339908

Email: monee898@gmail.com

Scientific Qualifications

Diploma of Financial Accounting
(Academe of Faisal) For two and a half years by
87%.

Practical experiences

Training in the management of administrative.
Affair at the ministry of.

Training Courses

- Certificate of attendance and workshop art dialogue.
- Certificate of time management within the vocational and craft training program evaluated by heritage arts collaboration with the centennial fund.
- Course data entry and processing of texts (middle east center of human development).
- Course in training program of creative secretary skills (Institute of public Administration).
Course in Society Health Volunteering Training Program (Health Volunteering – Participation on campaign of Watan to face Covid-19).
- Course in Training Program at Administrative Supervision (Institute of Public Administration).
- First Aid Training Course (Red Crescent).
- Experience certificate for an employee of Irada and Management Company for Commercial Services.
- This certificate is awarded to Mona Ibrahim Almuwijed In recognition of participating in: (AML&Anti- Fraud Program) For a total one day held in Riyadh On 05 May 2021

Practical experiences

Computer proficiency.

- Strenghth personality and attendance.
- Ability to develop work and solve problems.
- Accuracy discipline commitment and perseverance.

Work history

- 03/2021, Safety Officer until now.
- Medive Gulf Company - Riyadh, Kingdom of Saudi Arabia.
- Create (immunized) cards for employees to enter the company for those who have completed the vaccine doses.
- Establishing a first aid course for company employees and obtaining a certificate and a first aid card.
- Oversee daily operations to ensure high levels of productivity.
- Improving operations through continuous hard work and dedication.
- Develop and implement performance improvement strategies and plans to be fully equipped.
- Supervising the fire extinguishers and filling them after their expiry date, provided that they are fully equipped.
- Exceeding the goal by effectively prioritizing tasks and a key work ethic.

Skills

- training and development.
- Data entry.
- Organization and time management.
- Trustworthy and responsible planning coordination.

