MUNEERA ABDULTEEF

CONTACT

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RIYADH- SAUDI ARABIA

Courses

- Working on etimad platform .
- office management and secretarial skill from the innovation generation institute .
- English from the gulf institute .
- Learn course with confidence.
- Customer service principles .
- Driving basics .
- Understanding customers .
- Management basics .
- Human resource planning .
- Identification of training needs .
- Creating media content in social networking sites .
- cybersecurity .

Skills

- Proficiency in the use of computers and microsoft office programs.
- communication and interpersonal skills.
- flexibility and ability to manage priorities .
- Research and organization .
- work under pressure.
- Take responsibility .
- Problem Solving .
- Creative thinking .
- Teamwork .

CAREER OBJECTIVE

harnessing my strong sense of responsibility , dedication and strong motivation to work in the facility and take advantage of the qualifications and skills that i obtained through my academic achievement in the service and development of your work

EDUCATION

Human Resources Diploma
Retal International Training **2022**

Bachelor of Curricula and Teaching Methods
Princess norah unversity **2017**

PWORK EXPERIENCE

- Training Human resources for three months
at the Ministry of Municipal and Rural Affairs

- work as Contract and Collection Specialist
- work as Sales Coordinator
at Rubeaan holding Group. **2021(Present)**