

NAJLA KHALID ALHUMUD

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EDUCATION

High School Certificate Al imtiyaz School
ASSOCIATE DIPLOMA FROM
INTERNATIONAL TECHNICAL COLLEGE
The Associate Degree of College of Technology
from the department of Management Technology
in the field office Management
Obtaining a (PET) certificate from
the International College of Technology

PERSONAL STATEMENT

Graduated from Technical College I have
the ability to think and work
independently with social persistence I
love working in a group, using my
creativity and proposing solutions
outside the box I look forward to working
with your esteemed organization

COURSES

- Job seekers skills course
- Work stress coping course
- Continuing Professional Development (CPD)
- Emotional intelligence course
- Dealing with difficult people
- Customer Service Skills Course
- Job Training Course
- Business etiquette and professionalism course

EXPERIENCE

- I volunteered at Sulaiman Al Habib Hospital in
Fourth International Conference on Critical Care
- Cooperative training in Meem Al-Watan
Engineering Office period of (3 months)
- virtual on-job training conducted by
(ITFC-Al kharj) 200 hours
- Work as an Executive Secretary Trainee at Bicy

ADDITIONAL SKILLS

- Use all Microsoft programs
- fast learning
- Teamwork skills
- writing skills
- Organizing skills
- management skills

REFERENCES

- T: Susan
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- T: Ahlam Alomary
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