

Personal Data

Name : Noor Abdulaziz Alfandi **Email:** noor6alfandi@gmail.com
Date of Birth : 19/1/2000 **Mobile No:** +966546183848
Nationality : Saudi
Gender: : Female **Address:** Eastern Province

Education

Graduation from : Lincoln College
Major : High Diploma on
Program: Event operations and planning
(Event Management)
Graduated date: Fresh Graduate
Certificate: Preliminary English Test (PET)

Project Overview

Looking for a company that have good leading management and good standard of work style, serious in preforming the job and flexible in the same time to try new ideas or programs to develop future work.

Experiences

- Training took place in Qatif Municipality
- Event support staff volunteer
- The Saudi National Day event was volunteered for the Qatif Municipality

Personal, Soft Skills and Qualifications

- Microsoft office programs (Word, Excel, PowerPoint ... etc).
- Good Communication Skills, (Emailing, phone calls ... etc).
- Leadership.
- Leadership development for others.
- Looking forward for any updated ideas that may help in work area.
- Fast keyboard typing.
- Commit and working under stress conditions.
- Time management.
- Group discussion.
- High performance responsibility.
- Team worker.

Languages

- Arabic: Native Language
- English