

# Curriculum Vitae

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## Personal Information:

**Name:** Ohoud Daher Al Anezi.

**Date of Birth:** 10/04/1997

**Nationality:** Saudi.

**National ID:** 1095155626

**Mobile Number:** 0556969192

**Marital Status:** Single.

**Email:** [ohouddf@gmail.com](mailto:ohouddf@gmail.com)

## Other Person to Contact:

**Name:** Shahad Daher Al Anezi.

**Mobile Number:** 0502782120

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## Education:

- Diploma degree of Executive Secretary, Institute of Public Administration. 26/12/2019  
Grade: 3.77/5
  - Training experience at the King AbdulAziz Medical City for six weeks, in Training and Development Department. 17/11/2019 – 26/12/2019
  - STEP test certificate. 25/05/2017  
Grade: 80%.
  - (Effective Diction) course, Ethraai. 07/11/2019
  - Attended (Excel) program workshop, Institute of Public Administration. 26/10/2017
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## Skills:

- Fluent in both languages English and Arabic, Speaking, writing.
- Using all (Microsoft Office) Programs effectively.
- Excellent communication skills.
- Excellent typing skill, in Arabic and English.