

RANEEM KHALED ALKHUDIRI

CV

PERSONAL INFORMATION



Nationality : Saudi



Location: Riyadh



07/05/1995



0566245202



rraneem19@gmail.com

EDUCATION



Bachelor's Degree of Theology

Imam Muhammad Bin Saud Islamic University

GPA: 4.41 Honours

Graduation date: 2018



Accounting diploma

Imam Muhammad Bin Saud Islamic University

GPA: 4.70 / 5 with excellent grade

Graduation year 2020



Computer Applications Diploma

Imam Muhammad Bin Saud Islamic University

Ratio: 95% with excellent grade

Graduation date: 2020

EXPERIENCES

- Field training / in a public education school for one semester
- Field training / accounting department in a medical center For three months

COURSES

Fahd Al-Aswad Institute

- Photoshop course

Scientific Network Higher Training Institute

- Access course (databases)

Al-Khwarizmi Institute

- Secretarial and Administrative Assistant Skills Course

Courses from Imam Muhammad bin Saud Islamic University

- Leadership course and its relationship to e-commerce.
- A course on promoting innovation and intellectual property.
- Financial Technologies Course.
- Economic reporting Course
- Effective communication skills.
- Public relations skills.
- Etiquette and international protocol.
- Leadership and administrative creativity.

SKILLS



- Communication skill.



- Leadership and Teamwork.



- Organization and planning.



- Microsoft Office Products



- Work under pressure.



- Time management.