

SALEHA JAZAA

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Kingdom of Saudi Arabi, Jeddah

Goal:

- To work at a company that has its own vision and mission to serve the country.
- To improve my skills and gain more.

Education:

- Diploma graduated from Um Al-qura University with Aviation Ground Operation degree in 2021.
- I have Islamic studies degree from Prince Norah College at Riyadh in 2008.

Experiences:

- I worked as a customer service at Aurfan hospital in 2014.
- I worked as a sales consultant at ilyanz Saudi France company from 2015 to 2016.

Skills:

- Social communications.
- Organizing and coordinate skills.
- Speaking and writing in Arabic and in English.
- Capability of using computer and using Microsoft Office programs.

Workshops:

- (Customer Service) course from Saudi Cultural Institute for 8 months.
- (Business management) course from Cambridge for 2 months.
- (Microsoft Program) course from Al-Mashaeal center for 3 months.
- (English Language) course from King AbdulAziz University for 3 months.
- (Secretary Principles) course from New Horizen Institute for two weeks.

- (Marketing) course from Skills Academy for 3 months.