

SARAB ABDULLAH ALHARTHI

Job Objective



I've received the Scientific Excellence Award and the Youth Volunteer and Humanitarian Initiatives Award. I want to work for an organization with an attractive and diverse work environment, so that I can utilize my strong and diverse educational background. I have completed more than 500 hours of internships and training courses, which has refined my skills and prepared me to start the first stage of my career.



Education

- Bachelor of English, Taif University 2017
- Office Management Diploma, General Technical and Vocational Training Corporation 2020
Average 4.99 out of 5, First Class Honors
- Advanced Diploma in Education, Taif University 2017
GPA 3.84/4

Contact



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Skills

- Time management
- Organization
- Preparing reports
- Microsoft Office
- Management
- Fast typing
- Leadership, having been a team leader of several projects and a student representative

Collaborative Training



- Collaborative training for a diploma program, Directorate General of Education in Taif (3 months) 2020
- Teacher Grades 1–6, Collaborative Training for a Bachelor's Degree, Balqis School (3 months) 2019

Courses



- Graphic Design
- Motion Graphics
- Word Processing and Data Entry
- Moral Hacker
- Theories that Changed My Life
- The Way Forward for Career Preparation
- Academic Writing Standards
- Secretary and Administrative Assistant Skills
- Customer Service
- Communication Skills
- Leadership and Supervisory Skills
- Computer Skills
- The Basics of Excel
- Entrepreneurial Business Strategies

Various contributions and participation



- Achieved the first rank among 180 competitors and received a Youth Volunteer and Humanitarian Initiatives Award from the Arab Media Forum due to my role in launching an initiative titled "A future vision for the education system in Saudi Arabia" 2018
- Achieved an Award for Scientific Excellence, General Technical and Vocational Training Corporation 2020
- Volunteer organizer for "Ceremony to Honor Outstanding Students", Taif Region 2019
- Received several certificates of thanks and appreciation
- Hobbies include photography, graphic design using Adobe, and reading