



Tayba Al Mubarak



" Personal Information "

Birth date: 4 – 4 – 1993

Nationality: Saudi Arabia

Housing: Saudi Arabia - Damman



" Scientific Qualifications "

Diploma of Human Resources specialized in " management technology "
from the Academy of Learning in 2020



" Practical Experiences "

A Job at the first physiotherapy clinic with the name of " receptionist "
for two months in 2017

A Job at Double Tree Hilton called a " booking employee "
for 8 months in 2015

A Job at Narcissus Flowers Commercial Corporation " administrative assistance "
for 7 months in 2014

A Job at The Flowers of Majority Commercial Company with a job name " Data Entry "
for 9 months in 2013



" Collaborative Training "

Field collaborative training in the " Human Resources " department
for two months at the Center for Social Development in Al-Rawda neighborhood in 2020



" Training Courses "

Training course entitled " Human Resources Management and Planning " in 2020



" Skills Information "

Computer and data entry Skills

Microsoft Office Software Usage Skills

Leadership and management tasks Skills

Organization, time management and discipline Skills

Rapid adaptation and experience Skills

Teamwork and individual Skills

Under pressure work Skills



" Languages "

Language Arabic: 100%

Language English: 90%



" Communication Information "

Taibah.mu@gmail.com

0547229919