

# Waad Al Nuzha



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Medina

## COURSES

### **Customer data management**

Doroob / December 2020

### **Customers service**

Doroob / November  
2020

### **Effective communication skills**

Doroob / November 2020

### **Administrative coordination**

Ethrai / October 2020

### **Executive secretary and senior office management**

– Technical  
and vocational training corporation /  
October 2020 – 5 days

## HOBBIES

**Computer usage skills  
(Microsoft Office  
Applications)**

**Communication skills**

**Organization skills**

**Flexibility in work**

## EDUCATION

### **Diploma in Business Management**

Oxford College / 2017-2020

## WORK EXPERIENCE

### **Business Developer**

**Smasco Company / Distance Training**

**July 2020- 1 month**

-Searching for clients in social media and registering their services

-Business evaluation by managing and collecting customer information

-Arranging and preparing tables and records in an excel program

-Preparing reports, letters and presentations for the company

## CERTIFICATE

### **English Certificate**

Cambridge / 2018

### **IT Certificate**

Oxford College / 2018