

# WAFALMUKHALFI

Information technology diploma

## EXPERIENCE

VOLUNTEERING

JANA CHARITY FOR SPECIAL NEED GIRLS

AUG-2020

WORKED AS ADMINISTRATIVE

## PROFILE

Graduating in the year of 2016. I did my cooperating training in Almaimani Holding Group.

*Alkhaleej computer system 2018-2020*

*Cashier*

My responsibilities include:

- Collecting payment and Balancing the cash register.
- Customers service.
- Assistant Manager for the employees affairs program.

## COURSES

- Fundamentals of digital marketing
- Marketing and sales.
- Computer maintenance and technical support
- Skills of customers service
- STEP TEST Score: 88
- Fundamentals Of Syber Securit.
- Labour culture according to the Saudi labour system
- Management of financial accounts

## CONTACT



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Saudi Arabia

## EDUCATION

INTERNATIONL TECHNICAL COLLEGES

jun 2013-2016

Graduated with a Diploma degree in Information technology

## SKILLS

- Microsoft office Word, Excell. PowerPoin, Access
- Clerical work
- Quick learner
- Work under pressure
- Punctuality
- Writing skills
- communication skills, Open-Mindedness, Respect