

## Curriculum vitae

### Personal Information:

Full Name: Atiya ahmad atiya salim.

Date of Birth : 30\1\1418 – 5\6\1997

Nationality: Saudi Arabian.

ID: 1109762797.

Marital Status: Single.

### Education:

Diploma in office management.

### Experience:

- Seasonal Cashiering at mandareen supermarkets. 1437.
- Reception at “Jawhart Alrashed” Hotel.
- Seasonal Secretary at “al Adilaa” Corporation 1438-1439.

### Certificates:

- Ielts test with degree 5/9.

### Skills :

- Time management.
- Ability to work under pressure.
- Teamwork.
- Communication skills.
- Creativity.
- Fluency in English Language
- Leadership and management skills.
- Able to deal with computer.
- speed and accurate at doing things.
- Qualified to handle more than one task at the same time.

### Contact Information:

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