

# EMAN ALANAZI

## CONTACT

Address: المنطقة الحرة السعودية Northern borders Saudi Arabia 73311

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## SKILLS

- Written Communication
- Leadership
- Relationship-Building
- Responsible
- Customer Service
- Self-motivated professional
- Organization and Time management

## LANGUAGES

Arabic: Native Language

English: B1  
 Intermediate

## PROFESSIONAL SUMMARY

I Recent Graduate in 2020, I hold a Diploma in Business Administration Department of Office Administration and I got an Excellent, and I also hold a Diploma in Business Administration in the English Language,

## EDUCATION

A-Levels: Office Management, 01/2020

Diploma in Management Technology - Northern Borders

- Graduated with 4.5 GPA

A-Levels: Business Management , 01/2019

Associate Diploma In Business - Northern Borders Ar'ar City

## COURSES

- Course in Customer Service\_ know your Customer
- Course in Cyber Security
- Course in Introduction to Human Resources functions
- Course in English conversation skills for beginners
- One year Foundation in English & IT Skills