

Name: Reem Abdulaziz abdulmohsen Alnajem.

Date of Birth: 13/4/1995G **Nationality:** Saudi.

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Career Objective:

Joining a work environment that enables me to develop my skills, gain new experiences, and be an active member.

Qualifications:

Diploma degree in Administrative Sciences, Path Office Management - Princess Nourah Bint Abdul Rahman University, with good grade
Graduation year: 2017 G.

Courses:

1/ Computers in office work - Institute of Quality Experts for training.
2/ English Language - Institute of Quality Experts for training.

Skills:

1/ Use Microsoft Projects.
2/ Planning and organizing.
3/ Work under pressure.
4/ Work effectively in a team.

Language:

Arabic: native.
English: beginner.