



Najla Sami AlTurki

 Na-6@hotmail.com

 0546670116

 Riyadh-Mugarzat

SKILL

- Computer skills (excel-PowerPoint)
- Collaboration with the team
- Kindness dealing with people
- Speaking both language Arabic & English

EDUCATIO

King Saud university

MAJOR

Diploma Medical Secretary

YEAR

2016

EXPERIENCE

COLLECTOR:

I got 3 years' experience with ITC

1. *Get monthly client report from cash manager*
2. *Call the customers*
3. *Send email with invoice*
4. *Update the report at the end of month*

TRAINING SESSIONS

- I got a degree for (CV writing) from king Saud university
- I got a degree for (Art dumping) from king Saud university
- I got training degree from king Khaled hospital (emergency management) for 3 months
- I got a course about (cyper security) with Uvision 2022

CAREER OBJECTIVE

Join a highly experienced team and seeking for a good and new experiences and skills.