

HAWRAA M. AHMAD

ALSALEEM

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21/06/1411`

summary

I love administrative work and everything related to computer, I have many office management skills gained from training in a school where I have been trained

As secretary and assistant to the manager and office manager and I have the ability to interact with employees

I have a leadership character who is able to lead an integrated team

SKILLS & HOPPIES

- Adaptability
- Communication & relationship-building
- Problem solving skill
- Initiative
- Leadership & the ability to 'make things happen'

CERTIFICATIONS & TRAINING

- Diploma of office management grade 90\100 (2019)
- Effective Marketing Skills Course - Number of hours (20)
- Readiness skills for the labor market Course.. Number of hours (25)
- Customer Service Course.. Number of hours (20)
- Course Define your project idea
- TOT COURSE (30 H) FROM 22\03\1440 TO 27\03\1440
- executive secretary course from 10\10\1432 to 10\11\1433
- Volunteer work in the organization department in the Halila Charitable Society