

Personal Info

Nationality

Saudi Arabian

Phone:

0560701486

Email:

marwaalkabi@gmail.com

Country and city:

Saudi Arabi,Riyadh

Education

- **Princess Noura bint Abdulaziz University**

Administrative science major
and office management track
2018

Training

- **Manager assistant:**

Training at Awaed Company for Real Estate Development and Investment
March-2021 TO septeber-2021

- **office boss :**

princess Noura bint Abdulaziz
University

Summary

I am looking for a competitive work environment where I can serve the organization and create an interesting career for myself

Work Experience

- **Awaed Company for Real Estate Development and Investment**

October-2021

Contracts and collections specialist:

Working in Awaed Real Estate Development and Investment Company
- entering contracts into a rental platform, then entering them into the Oracle program, working on rent collection, making organizing schedules for contracts and collection, and following up with clients

- **Houriyat Al Sham Trading Est**

November-2018 To Jule-2019

Secretarial :

working on government websites - writing and issuing letters - arranging, coordinating and scheduling appointments - completing all tasks assigned to me - reviewing some government departments electronically and in the field if necessary

skills

- 1- The ability to lead, develop ideas, work in groups, and pay attention to numbers and analysis
- 2- Continuous development of my skills to keep pace with the labor market
- 3- rigor - initiative – curiosity
- 4- Well-developed programs Word - Excel - PowerPoint - Outlook - Oracle.

Courses

- 1- Technology-based facility management in sustainable projects
- 2- Real estate brokers
- 3- The future of work
- 4- Soft skills
- 5- Human Resources Management
- 6- An accredited business analysis basics course