

ABOUT ME

A passionate person who loves to work, I know my goals well and I am determined to achieve them, I have the skills needed to make a difference in my workplace.

CONTACT

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Palestinian

Riyadh - Saudi Arabia



EDUCATION

 **PRINCESS NOURA UNIVERSITY**
DIPLOMA OF EDITING & SECRETARIAL
2022

MAWADH ABUSABT

OBJECTIVE

Focused employee that loves making the lives of coworkers easier and more efficient. Reliable secretarial candidate to handle all aspects of planning, implementation, follow-up, and other tasks as required.

EXPERIENCE

DATA ENTRY

(01/2020-04/2020)

At Elite Dental lab.

SALES SPECIALIST

(06/2019-12/2019)

At Ego pharmaceuticals Co.

CUSTOMER SERVICE

(05/2018-04/2019)

At Hope & Future for sports investment Co.

SKILLS



OTHER SKILLS

- Excellent written and verbal communication skills.
- Speaking in public, to groups, or via electronic media.
- The ability to work with a group.
- Work under pressure .