

GHADA ALSULAMI

Skills

Technical Skills

Microsoft Word	<div style="width: 100%;"></div>
Microsoft Excel	<div style="width: 100%;"></div>
PowerPoint	<div style="width: 100%;"></div>
Access	<div style="width: 75%;"></div>

Personal Skills

Communication	<div style="width: 100%;"></div>
Continuous Improvement	<div style="width: 100%;"></div>
Quick Learning	<div style="width: 100%;"></div>
Teamwork	<div style="width: 100%;"></div>
Presentation Skills	<div style="width: 85%;"></div>
Positive Attitude	<div style="width: 100%;"></div>

Contact

- 🏠 Makkah, Saudi Arabia
- ☎ 0566701607
- ✉ Ghada.r.su@gmail.com
- ♂ Female

Language

- ✓ Arabic Native
- ✓ English Professional

Objective

Seeking an opportunity for a position within your company where I can apply the knowledge and skills that I have acquired and while further developing my abilities.

Education

2017 - 2020

Diploma Degree in Small Business Management

- International Technical Female Collage - Niagara collage, Makkah
- Marketing
 - Accounting
 - Administration
 - Booking

Training

May 2019 - June 2019 Umm Al-Qura Charitable Society

- Secretary , Makkah
- I trained for 200 hrs for a multiple positions as the customer services and secretary.

Achievements

ENGLISH TEST



Cambridge English Entry Level Certificate in ESOL intentional.

Overall score: 145

Course

Oct, 2018

PASSPORT TO SUCCESS FOR HOSPITALITY

Hilton, Makkah