

AJYAL MUFID ABU AZIZ

Saudi Arabia – Al Qatif

+ 966 56 167 8958

Ajyal93@gmail.com

Creativity

Responsibility

Management

Kindness

Training Courses

- **Online Course -IT in the Workplace - Master Microsoft Office** *Doroob Wishes*
- **Online Course -Master Microsoft Excel 2013** *Doroob Wishes*
- **Online Course - Microsoft Office** *Have done online Course in Microsoft Office for 16 Hour*

Work Experience

- **Special color store -Al Qatif 2011-2012**
Seller, Cashier
- **Canadian newborn 2016-2017**
Photography Assistant
- **RS Lanes (Rehal Al Sharg Logistic Services Co) 2018-2019**
Secretary
Set up meetings for the manger.
Attended meetings with manger and taking notes
Making proposal that helps the manger to get the job done

EDUCATION

English Language Course (Canada,Halifax,NS) 2014-2016

- Studied with international students to reach highest level in English language
- Learned how to be well communicator with international people

Diploma of Business Administration (Marketing) 2011-2012

(Madar Al-kaleeg college)

- Have done most the fundamental marketing courses
- Well trained to help and greet customers in professional way

Certificate of Business Administration 2016-2017

MSVU-Mount Saint Vincent University, Canada, Halifax, NS

- Manage general activities related to making products and providing services
- Entry-level office management and administrative roles