

CV

➤ **NAME:** TARAD ALMUQAHUE
➤ **PHONE NUMBER:** 0581331111
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❖ **PERSONAL DATA :**

➤ **MARITAL STATUS :** MARRIED
➤ **NATIONALTY :** SAUDI
➤ **DATE OF BIRTH :** 22/3/1985

❖ **PROFILE :**

- I'm DIPLOMA HOLDER FROM OFFICE MANAGEMENT IN THE GENERAL ORGANIZATION FOR VOCATIONAL AND TESHNICAL TRANING

❖ **QUALIFICATIONS:**

- CUSTOMER SERVICES
- ELECTRONIC DISPETCHER
- ADMINISTRATIVE COMMUNICATIONS
- SOCIAL RESEARCHER
- ADMINISTRATIONS COORDINATOR
- IM CONTROLLING A CHARITY SINCE FEBRUARY 2010 UNTIL NOW
- I WORKED IN MILITARY SINCE SEPTEMBER 2009 UNTIL NOW
- COURSE IN DIGITAL SWITCHING ART MANAGEMENT

❖ **SKILLS:**

- WELL KNOWLEDGEABLE WITH ADMINISTRATIVE COMMUNICATIONS
- WELL KNOWLEDGEABLE WITH ADMINISTRATION COORDINATOR
- GOOD USER COMPUTER SKILLS (WORD, POWERPOINT, EXCEL)
- GOOD LEVEL IN ENGLISH LANGUAGE
- QUICK LEARNING
- WORKING UNDER PRESSURE
- SKILLS COMMUNICATIONS WITH OTHERS
- WELL DEALING WITH SITUATIONS AND GETTING OVER THE PROBLEMS
- HARD WORKER, SERIOUS AND PONSTUATE