

Contact



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Riyadh



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E-Mail :
Tahani.f80@gmail.com



Nationality :
Saudi



Date of Birth :
10/09/1995

Languages

- Arabic : Native
- English : Very Good in Speaking and writing

Technical skills

MS word	100%
PowerPoint	100%
MS Excel	80%
MS Access	80%
Outlook	50%

Skills

- Microsoft office
- Leadership
- Teamwork
- Business planning
- Creative
- Time management
- Fast learning
- Work under pressure

Tahani Abdullah Alanazi

Objective

I have a diploma in small business from international technical female college (operated by Laureate) , I have 400 hours experience in HR agent position during my OJT (on Job Training), I'm seeking a HR position where I can improve my skills and knowledge.

Education

- 2019
**Major / diploma in Business Administration
(managing small businesses)**
International technical college operated by Laureate

Experience

- Jan 2022 – until now
Assistant Product Manager (Procurement)
Al-Manea Electrical Appliances Co
- Oct 2021 – Jan 2022
Operation department
iKcon Cloud Kitchen Company
- July 2019
Training for (200) hours in HR
Aljomaih holding
- July 2018
Training for (200) hours in HR (Recruitment) department
Aljomaih holding

Courses

- First aid certificate - International lazim Co.
- Attend the course of financial culture and how to save.
- Two training certificates from Al Jomaih Bottling Plants.

Participation

- Volunteered at King Abdullah Hospital for Children's Cancer.
- Volunteered in the city of Prince Sultan for a period of (21 hours).
- Participation in organizing the International Day of Childhood Cancer (10 hours).