




Thurayah Khaleefah ALawad

Personal Information

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-  ALkhobar, Saudi Arabia

NATIONALITY

Saudi

LANGUAGES

ARABIC

ENGLISH

SOFT SKILLS

- Logical thinking.
- Solve problems objectively.
- Ability to learn new skills fast.
- Able to Work individually or as part of team work.
- Communication

EDUCATION

Average Diploma Degree in Office Management

- Technical College in AL-Hasa
- G.P.A :(4.49) out of 5

2018

TRAINING COURSES

- Etiquette in the Workplace from 21/06/2020-23/06/2020
- Management skills from14/06/2020-17/06/2020
- Intensive English Language Program consisting of 600 hours from 19/1/2020 -14/5/2020
- Exel Program course 7/02/2016

WORK EXPERIENCE

Cooperative training in Technical College – Secretary

- I had prepared reports that helped to make decision
- Trainees service
- Organizing meeting and managing the office contributed to the completion of business with high quality

TECHNICAL SKILLS

Able to work with Microsoft Office