CV

Mariam sultan alotipi

Arabic language& HR

Personal Information

- Aug 1990
- Saudi
- Single
- 0532185864
- mariam-sultan@outlook.sa
- Riyadh

Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Interests

- Reading

Education

❖ **Arabic language** Mar 2010 - Mar 2015

Princess Noura University

❖ **Human Resources** July 2018 - Mar 2021

Software Institute

Work Experience

❖ **Personnel affairs** May 2020 - Aug 2020

Technical college

Courses

❖ **Introduction to the computer** July 2015 - July 2015

Alkhsleeh training

❖ **Leadership & supervisory skills** July 2016 - July 2016

Saudi university & doroob

❖ **Secretarial skills** July 2016 - July 2016

Saudi university & doroob

❖ **English language development** July 2016 - July 2016

Saudi university & doroob

❖ **Teamwork & communication** July 2016 - July 2016

doroob

Skills

❖ Ability to work under pressu

❖ Goal stting

❖ Team leadership

❖ Problem solving skills

Languages

❖ Arabic language

❖ English