

Latifa Saleh AL-Muezzin

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Riyadh. AL-azizyah
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Career Objective

I would like to join a company that has a professional and competitive work environment in which I can achieve success, achieve the company's goals and develop my skills.

Experience

2021-2022

Abeer Medical Company Limited
HR Executive - Administrative ubtAssistant

Professional achievements:

My contribution to obtaining the accreditation certificate from the Saudi Center for Accreditation of Healthcare Facilities (CBAHI) for the facility (Abeer International Medical Company Limited).

Training courses

• **Al-Farabi Institute 2015**
(Computer Cambridge)

• **Ethrai Wwbsite-2020**
(Office Management)

Education

2010-2013

University of Salman Iben Abde-Al-Aziz.

Bachelor's

Specialization: Islamic studies and the Holy Quran.

2020-2021

Imam Muhammad bin Saud University.

Diploma

Specialization: secretarial and editing.

Skills

- Dealing with postal correspondence.
- Flexibility at work.
- Proficiency in Microsoft Office (Excel-Word).

Languages

- Arab.
- English.