

# Mrs. Marieh Abdulaziz AL-Mughais

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| FEMALE, MARRIED | SAUDI ARABIA, EASTERN PROVINCE |

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## OBJECTIVE

Seeking a challenging opportunity within a respectable organization and to work with a group of professionals to gain more experience and build extra knowledge and to achieving the company objectives.

## EDUCATION

### + New Horizons Institute

- Computer applications and network diploma, from 02 September 2000 to 19 January 2002. Grade: very good.
- Certificate of achievement Microsoft approved course for **Administrating Microsoft, Windows NT** at **New Horizons** from 2 March 2002 to 3 April 2002.
- Certificate of completing for requirement for **the Microsoft support specialist diploma Network and maintenance** on June 19, 2002.

## TRANING

- The functional rehabilitation for **two weeks**.
- Professional marketing & sales course **August 5<sup>th</sup>, 2006**.
- Completing sale transaction course **August 7<sup>th</sup>, 2006**.
- Microsoft Open Door **November 2,3 2010**.

## CERTIFICATES

- Doroob with Hadaf Certificate for completion course conversational English skills for beginners, training 3 hours on 13/07/2020.
- Doroob with SOCPA Certificate for completion course principles of financial accounting- Accounting cycle, training 8 hours on 26/06/2020.
- Doroob with King Abdulaziz university Certificate for completion course telework- set up your work place on 21/06 /2020.
- Doroob with SOCPA Certificate for completion course principles of financial accounting- Adjustment entries and financial statements preparation, Attendance certificate 6 hours online training course entitled academic writing and publishing at King Khaled University on 10-11/06/2020.
- Riyadh Attendance certificate for marketing on 11/05/2020.
- SASO Attendance certificate for Quality ISO 9001 on 10/05/2020 for 2 hours.
- Riyadh Attendance certificate for e-commerce on 09/05/2020.
- training 7 hours on 27/06/2020.
- Attendance certificate for Lift the spike and fly at the top at International academy of Arab trainers for training and consulting, training 60 hours on 09/04/2017.

## WORK EXPERIENCE

### + **Marmar Holding Company since Nov 1st, 2006 to 02/05/2019**

I'm working as Insurance Specialist in (HR) Department & Maintenance Technician in (IT & T) Department.

- Computer maintenance technician from 1/11/2006 to 12/12/2015.
- Human Resource officer from 13/12/2015 to 02/05/2019.

## COMPUTER SKILLS

- Working on the web site Gosi & Health specialist.
- Writing reports, definitions and letters to banks and companies.
- Work in all areas of human resources and administrative affairs.
- Maintenance of Hardware and software. Professional in computer using.
- Periodic maintenance of computers and discovering problems.
- Applications: Ms Office, Microsoft outlook and Exchange mail.
- as maintenance technician and Help Desk.
- OS: Windows XP, 7 Vista and windows 8.

- Work on the program Great Plains, HRMS and Quotation.

## **COMMUNICATION & OTHER SKILLS**

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- I have skills in communication with people, convincement
- Possess excellent analytical and communication skills.
- Eager to learn new things.
- Ambitious and hardworking, also, ability to work under pressure.
- Strong desire and ability to deliver results.
- Strong team player with exceptional organizational, problem solving skills.

## **LANGUAGE**

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- **Arabic** (Native language). **English** (good Speaking, Reading & Writing).

## **OFFICE WORK AND REPORT WRITING**

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- Proficiency in office work and the preparation of various reports professionally.

## **SEARCH ABILITIES**

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- Proficiency in the search for new technology, programs and required hardware continually. Also, I can search about anything that assigned to me.

## **REFERENCES**

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- Provided upon request.