Administrative

Marwah Abdulaziz

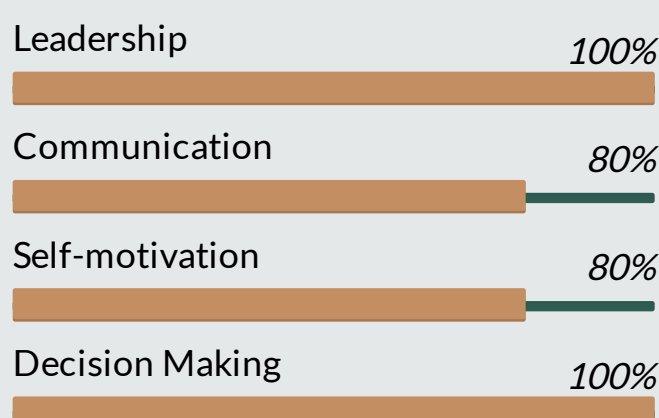- ✉ marwah--11@hotmail.com
- 📞 0539052002
- 📍 3594 jafar ibn zuhair
- 🌐 SaudiArabia
- 👤 single

PERSONAL SKILLS 📊

Leadership
100%

Communication
80%

Self-motivation
80%

Decision Making
100%

LANGUAGES 💬

English ⭐⭐⭐⭐

Arabic ⭐⭐⭐⭐⭐

MOST PROUD OF ❤

🏆 **Physical Organization**
Creative Thinking, Effectiveness, Productivity

📚 **Planning**
Analyzing Issues, Decision Making, Project Management, Strategic Planning

👥 **Team Work**
Collaboration, Delegation, Goal Setting, Group Leadership

HOBBIES 🚴

✈ Travel 🏊 Swimming

🛋 Reading

SUMMARY 📄

To bring my strong sense of dedication, motivation and responsibility to all prestigious companies, and to benefit from the scientific qualifications, which I obtained through [Imam Abdulrahman bin Faisal University].

WORK EXPERIENCE 🏢

Himma Software Development Camp
Apr **2021** - Jul **2021**
Saudi Dijital Academy
📍 Saudi Arabia

Administrative
Jan **2018** - Dec **2019**
Imam Abdulrahman Bin Faisal university
📍 Saudi Arabia
Volunteered in the Central Library at Imam Abdulrahman bin Faisal University in Rayyan for one year (in 1440) the work was on the procedures of technical services of indexing and classification on the symphony electronic system and the application of the Library of Congress classification in addition to providing electronic lending and information services to beneficiaries.

Administrative
Mar **2017** - Mar **2017**
Imam Abdulrahman Bin Faisal university
📍 Saudi Arabia
Participating in "Community Responsibility Day" activity held at Imam Abdulrahman Bin Faisal university, during 16 Mar 2017.

Sales service
May **2019** - Jun **2019**
Nuyu GYM
📍 Saudi Arabia
Carrying out all marketing operations, including buying and selling

EDUCATION 🎓

Bachelor Degree in Library and information
Jun **2014** - Dec **2018**
Imam Abdulrahman Bin Faisal university
📍 Saudi Arabia
My GPA : 3.75 out of 5

COURSES ⊞

Workshop: "Customer Relationship Management and Entrepreneur"
Oct **2019**
Doroob

Workshop: "Principles of Financial Accounting -Accounting Cycle"
Oct **2019**
Doroob

Workshop: "Principles of Financial Accounting -Accounting Framework"
Oct **2019**
Doroob

Course: "Computer Application in Library and Secretary" at Itana institution from 25 Sep 2018 to 22 April 2019 .
Sep **2018**
Itana institution

Participation in the first scientific posters competition
Apr **2019**
University of Imam Abdulrahman bin Faisal

Course : functional qualification course
Feb **2019**
Itana Higher Institute

• Workshop: "Personal Interview"
Nov **2017**
Imam Abdulrahman Bin Faisal university

Workshop: "My road to the labor market"
Feb **2014**
Dammam

Workshop: Attended in improving communication skills in debates at the first educational
Mar **2009**
Training center in the Eastern Province

MY TIME 🧠

- Working (35%)
- Family (15%)
- Co-ordination (30%)
- Relaxing (20%)