



## **Education**

In **May 2017** was awarded the degree of **GENERAL DIPLOMA OF EDUCATION** From **KING ABDULAZIZ UNIVERSITY IN JEDDAH** IN Major **GENERAL EDUCATION DIPLOMA**

With an **EXCELLENT** grade and a **(4.63) G.P. A**

**12/01/ 2016** Graduated from **King Faisal university** at college of Arts and has been awarded **A bachelor Degree ( part time )** In

### **English language**

with a very good grade and **GPA 4.23** out of ( 5 )

1999-2001 Graduated from **Institute of Public Administration (IPA) Sales Diploma Program, DAMMAM.**

**English language intensive 24 hours per week from 05/09/1998 To 26/05/1999** with general grade (**GOOD**) **Institute of Public Administration (IPA)**

### COURSES:

1. Computer certificate in data entry & word processing (Bin Hayan Institute) (Ras Tanura)15/11/1415H to 15/02/1416H
2. Skills, time (Jeddah)30/08/2004
3. Presentation Skills (Jeddah)28-29 /08/2004
4. Negotiation skills and sales (Jeddah)26-27/08/2004
5. Time Management Administration (Jeddah)14-15/11/2005
6. Sales and marketing skills (Jeddah)10-13/11/2005
7. Excellence in customer service(Chamber of Commerce)17/02/2007

## **Interests**

1-Interested in a work to deal with people.

## **Personal Details**

Excellent timekeeping, good teamwork spirit, willing to always improve work environment, Ability and capability to communicate affectively.. I have the feeling that I will produce excellence and perform best quality of work.