

Fatimah Alahmed

English Teacher, Translator, Administrative jobs

Skills

Computer Skills

Microsoft Word	<div style="width: 80%;"></div>
Microsoft Powerpoint	<div style="width: 80%;"></div>
Microsoft Excel	<div style="width: 60%;"></div>

Interpersonal skills

Communication	<div style="width: 80%;"></div>
Flexibility	<div style="width: 80%;"></div>
Patience	<div style="width: 80%;"></div>

Transferable skills

Ambition	<div style="width: 80%;"></div>
Creativity	<div style="width: 80%;"></div>

Languages

Arabic	<div style="width: 80%;"></div>
English	<div style="width: 80%;"></div>

Education

Bachelor of Education in English Language

IAU, Jubail | 2016 - 2020

GPA 4.09 out of 5

Courses

English language courses

The British Council | 2015 - 2016

Multiple COURSES

IAU | 2018 - 2019

Different courses organized by the collage to improve students in many aspects

TOT

Asas Almotamiez Training Center | 2020

Training of Trainers

CAT TOOLS

MUTARJIMACADEMY | 2020

Computer Aided Translation

multiple courses

Doroob | 2020 - 2021

Experience

- **Administrative Specialist**
Mohammed Baqer Al-Faraj & Partners Co. General Cont. - Present
Trainee within Tamheer Program

Driving Licenses

Saudi Driving License - 2019
Kingdom of Saudi
International Driving License - 2019
Kingdom of Bahrain

Contact

- 🏠 KSA, Eastern Province, Safwa
- ☎ 966 54 383 5213
- ✉ fatoom3182@gmail.com
- ✉ 2170001027@iau.edu.sa
- 🌐 Fatimah Alahmed