



Afra Mashal Al-Ajmi

Bachelor of English Language and Translation

PERSONAL INFORMATION

 ADDRESS
Riyadh

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CAREER OBJECTIVE

Ambitious and well organized, with proactive communication skills and my ability to translate documents. I am looking for a job opportunity to gain experience and develop my skills to contribute effectively with team members in achieving the goals

EDUCATION

Princess Nourah Bint Abdul Rahman University 2019
Bachelor of *English Language and Translation*

GRADUATION PROJECT

- *Translation of the Book the Conscious Parents.*

PERSONAL SKILLS

*Communication Skills
Time management
Critical Thinking
Problem Solving and Decision Making
Teamwork*

TECHNICAL SKILLS

Microsoft Office

LANGUAGES

*Arabic
English*

COLLABORATIVE TRAINING

Work for King Fahd Security College 1/2019-3/2019
Translator

- *Translated a file that contains essential information about an agency that provides support in many areas of work*
- *Completed the magazine and arraying its pages according to the original pages in an ideal time without any mistakes*

TRAINING COURSES

- *Job Opportunities in the Tourism Sector* 2021
- *Public Relations and Protocols* 2021
- *Development of Leadership and Supervisory Skills* 2021