



# Miral Alsubaie

## Contact

+966 54 224 1699

Saudi Arabia

Eastern Province (Alkhobar)

28/02/1996

Meralalsubaie23@hotmail.com

## Skills

- **Computer Skills**  
( Microsoft - Expert with IOS system3 - SDL )
- **Interpersonal Skills**  
( Teamwork - Communication - Flexibility  
Fast - Cooperative - Passionate - Influential  
and eager to learn new things )

## Languages

- **Arabic: Excellent**
- **English: Excellent**

## Courses

- **Human Resources Management from "Centre of Human Resource Professionals for Training" in 2020**
- **CIT course**  
Alkhaleej Training & Education

## Objective

My ambition is to join a working environment that enables me to develop my practical skills, achieve my goals and contribute to the development of the employer in which I will work.

## Education

### Bachelor's degree of Languages and Translation

Princess Nourah Bint Abdullrahman University

GPA: 4.77 / 5

Year: 2019

## Experience

### 1- Takamol Business Solutions - Eastern Province Traffic Police

Administration Coordinator (25 Aug 2019 - 21 July 2021)

#### • Brigadier General Office

- Meet clients and accelerate their procedures.
- Enter data and index information.
- Interpretation for foreigner clients.

#### • Human Resources Department

- Record employees' payroll monthly and include their payment information.
- Write letters to external and internal departments.
- Index and save formal mails.
- Checking the daily attendance of the employee.

### 2- Co-op Training at The General Administration of Narcotic Control / Riyadh

#### • Translator (20 January – 4 April 2019)

- Write reports.
- Translate documents and brochures.
- Create awareness videos in both Arabic and English translation.
- Dubbed videos in both Arabia and English.
- Creative Writer

### 3- Student Operation Program at Princess Nourah University

#### • Management (1 November 2017 – 27 February 2018)

- Write and send emails between faculties.
- Solve student issues. - Translate.
- Copywriter