

Personal

- Address**
almathar
Riyadh
- Phone number**
0555265432
- Email**
mano0o-27@hotmail.com
- Date of birth**
10-10-1981
- Place of birth**
Almadanh
- Gender**
Female
- Nationality**
Saudi
- Marital status**
Married

Interests

- Drawing
- Sports
- Technique

Languages

- English ● ● ● ● ●
- Arabia ● ● ● ● ●

Work experience

- Alataa school** Oct 2014 - Apr 2016
Riyadh
 - Follow up on the affairs of teachers and students
 - Create a database
 - Organize, process, file and print
 - Incoming and outgoing massaging
 - letter writing
- Alsama almathani school** Nov 2018 - Nov 2019
Riyadh
 - Create a database
 - Organize, process, file and print
 - Incoming and outgoing massaging
 - letter writing
 - Follow up on the affairs of teachers and students
- Almuhamadih school** Jan 2019 - Apr 2019
Riyadh
 - Computer administrator
 - Follow up on the affairs of teachers and students
 - Financial accounting

Education and Qualifications

- Very good** Nov 2014 - Jan 2018
Al-Imam Muhammad Ibn Saud Islamic University, Riyadh
Bachelor of business administration
- Diploma in programming teachnology** Sep 2021 - Jul 2021
General administration of training, Riyadh

Skills

- Microsoft word ● ● ● ● ●
- Microsoft excel ● ● ● ● ●
- Microsoft power point ● ● ● ● ●

Courses

- Strategic planning course from**
Imam University
- Professional project management**
Imam University
- Drafting reports and official**
Markaz alluwluah altaelimia
- Management consultant**
Sharifa Aljaoud
- Human resource**
Imam University
- Knowledge**
Althakafy centre
- Photoshop**
Althakafy centre

Teaching skill
Alataa school

Self motivation
Imam University