

Triple Name / Al-Hanouf Yahya Maashi

Personal data:

Nationality: Saudi Arabia

Gender: female

Address: Dammam _ Riyadh

Phone Number: 0536446625

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Qualifications:

- **Bachelor's / Business Administration 2016**
- **Diploma / Human Resources Management 2021**

Skills:

❖ **Language**

• Arabia

• English

❖ **computer**

- Office programs
- Word processing
- Data entry

❖ **Other**

- Experience in office work.
- Able to negotiate and communicate
- Leading the work within one team
- Communication skills and customer service
- Management and organization of time
- Working under working conditions
- solving problems
- Work within a team

Experiences:

- **I have previous experience in the human resources department**
- **Volunteer in a group of volunteer teams**
- **An organizer and a media supervisor in one of the volunteer teams**
- **Volunteer Health Assistant at King Fahd International Airport**

Courses and certificates:

- **Preparation course for ELTS**
- **Executive Secretariat**
- **HR Management**
- **Job Skills**
- **Strategic Planning**
- **Administrative Accounting**
- **Principles of Communication**
- **Human Resource Management**
- **GENERAL ENGLISH EF**
- **Effective communication with clients**
- **Fundamentals of Management**
- **Leadership skills**
- **Certificate of Training Program from Public Administration**
- **Career Preparation Camp**
- **Certificate of a training program from the Saudi Commission for Health Specialties "Health Volunteer"**
- **Infection prevention course in facility management from "Fahm Center"**
- **Awareness of cyber security risks**
- **Health Volunteer Certificate at (King Fahd International Airport)**