



Saudi



eastern province, Saudi Arabia



08- 1999



female



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SALMA ABDULGHFUR M

ALABDULLATIF

Administration

PROFILE

A highly organized and hard-working individual looking for a challenging role in a reputable organization to utilize my technical, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging

EDUCATION

2018 → 2020

Academy of Learning Institute

Diploma in Human resources management

Work experience

11-2021 → 02-2022

Mohammed Sadiq Al Omari Contracting

Administration

learned from this job how employee contracts work from a qiwa .

I contacted the Tawuniya Insurance Company to make insurance for an employee .

Opened a bank account for the establishment and employees , Absher Business and Social

Security has been reviewed .

PERSONAL SKILLS

- ✓ Detail oriented, strong organization and a high degree of accuracy
- ✓ Excellent administrative and management skills
- ✓ Analysis and Decision-Making skills
- ✓ Networking, negotiating, and problem-solving skills
- ✓ Ability to adopt new skills

LANGUAGES

English



Arabic



TRAINING COURSES

- Course of Building Identity and Brand, Marketing methods from Social
- Development Bank
- Course of Labor Culture from Taqat Center(Human Development)
- Course of Personal Interview skills from Taqat Center
- Course of How Market yourself form Taqat Center
- Course of product pricing from Social Development Bank
- National Center for assessment in Higher Education
- Attending a training course from the Academy of Realizing a Vision for
- Training and Consulting, entitled "Knowledge Management"
- Attending a workshop from the Entrepreneurship Complex in Riyadh entitled
- "Risk Management for Startups"
- course entitled Searching for a job in a creative way from the Taqat