

Nouf husen Alqhtani

Contact Info

0542122016

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Saudi Arabia

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Objective

Working to get achievements in the establishment, gain work experience and more skills and also meet the needs of the organization and the beneficiaries.

Education

2014 - 2018

UNIVERSITY OF IMAM ABDULRAHMAN BIN FAISAL

Bachelor degree , Business
Administration , GPA: 4.12 of 5

Personal Information

- Nationality : Saudi
- Date Of Birth : 1996

Experience

JULY 2017 –
SEPTEMBER 2017

DAMMAM

SULTAN BIN ABDULAZIZ SCIENCE&TECHNOLOGY CENTER (SCITECH) - TRAINEE

Organizing the summer programs
using Microsoft Office programs.
Responding for the inquiries from
customers and participants.
Organize the participants into the
programs.

Courses

- English language course, King Fahad
University
- Human Resource Management,
Technical & Vocational Training Corp
- Preparing and writing administrative
reports, Technical & Vocational
Training Corp

Languages

- English 





Activities

worked as an organizer in many events, at
King Abdulaziz Center for World Culture -
Ithra

Identifiers

Haya Abdullah AlZekerti
Haya.a.z@Scitech.edu.sa

Skills

- Ability to integrate and deal with a teamwork. 
- Good proficiency to work on Microsoft Office programs. 
- Effective communication. 
- I have good organizational skills. 
- Fast learner. 