

EDUCATION

Bachelor of Business Administration

Arab Open University

02/2016 - 05/2020

GPA: 3.40 out of 4

Diploma of Executive Secretary

Institute of Public Administration

01/2013 - 05/2015

GPA: 4.84 out of 5

WORK EXPERIENCE

HR Assistant

Eram Transportation Company

08/2020 - 12/2020

Training Program

HR Assistant

System Security Solutions Company

07/2019 - 08/2019

Summer Training

HR Assistant

System Security Solutions Company

07/2018 - 08/2018

Summer Training

Executive Secretary

The Technical and Vocational Training Corporation

04/2015 - 05/2015

COOP

SKILLS

Arabic – English Print Speed

Problem Solving

Microsoft Office Applications

Time Management

Communication Skills

CERTIFICATES

• Basic Skills in IT Applications (06/2020)

Alkhwazmi Institute for Training

• Effective Communication at Work (06/2020)

Institute of Public Administration

• Preparation of Correspondence (06/2020)

Institute of Public Administration

• Qualification for The Labor Market (05/2020)

Royati International Training Center

• Management Practices in English (04/2020)

Islamic University of Madinah

• Labor Education According to Saudi Labor Law (02/2020)

Doroob Platform

• Human Resources Management Principles (08/2019)

Edraak Platform

• Intensive English Language Course (02/2016)

Arab Open University

LANGUAGES

Arabic



English

