

Maryam M. Alharbi

Date of Birth: 29 / 9 / 1985

Gender: Female

Saudi Arabia

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Skills

TECHNICAL SKILLS :

- Microsoft Office
- Word
- Power point
- Excel
- Access

OTHER SKILLS

- Ability to work under pressure.
- Teamwork
- Trouble shooting
- Leadership
- Public speaking

Languages

- Arabic

- English

Hobbies

- Internet Browsing
- Photography
- Swimming
- Fashion

Professional Summary

A hard working devoted young but mature lady looking for a challenging opportunity to practice what I have learned in business school and develop my skills further for the interest of the organization and myself. Regardless of the role that I will be assigned to perform I will prove that I am trustworthy and capable of doing things to their highest standards.

Job Experiences

SECRETARY , Maternity and Children Hospital

August 2017 - June 2019 Almadinah , KSA

RECEPTIONIST , Nizar's Dental Group.

April 2014 - August 2015 ALMADINAH , KSA

Education

Bachelor Business Administration , King Faisal University

January 2016 - January 2020 Al Ahsa , KSA

Training Courses

Human Resources IPHR , DAR AL-RUAA

November 2021

IT in the Workplace - Master Microsoft Office , Dorooob

September 2020

LEADERSHIP ESSENTIALS , Dorooob

September 2021

Managing Time Effectively , Dorooob

September 2021

Introduction to Strategic Planning for Human Resources , Dorooob

September 2021

Introduction to Human Resources Functions , Dorooob

September 2021

IT Support Technician , Dorooob

June 2021

ENGLISH PROFICIENCY TRAINING PROGRAM (Upper Advanced) , Dorooob

February 2021 - 2021 April

IT in the Workplace - How to Present Data , Dorooob

January 2021

Cybersecurity between challenges and opportunities , Dorooob

January 2021

Executive Assistant series - Optimize your Performance , Dorooob

January 2021