

## Personal information:

0542180683

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Eastern region

Sukainah Habeeb Hassan Alajmi

## Career objective:

Joining a work environment that enables me to seek to develop my scientific and practical skills, contribute to society service, and give the best results for advancement and rising, gaining new experiences, and being an effective member and product to achieve success and improvement in developing and raising the efficiency of the work place.

## Skills:

Effective communication skill

Using computer

The ability to learn new skills

High productivity skill

The ability to complete tasks on time

Solve problems skill

Team work skill

Flexibility

Emotional intallegent

## Languages :

Arabic

English

## Educational qualifications:

- Computer science major at Imam Abdul Rahman bin Faisal University. From 2016 To 2018 (For 3 years)
- Business Administration major at the International Technical College for Girls in Al-Khobar. From 2019 to 2021 (For 3 years)
- Computer certificate Provided by Oxford
- PET Test Certificate
- CBT Test Certificate

## Professional experiences:

- Seihat dental clinic for 3 months
- Training at Dubai Beach General Contracting Corporation
- Training in Saudi Aramco for 3 months

## Training courses:

- Effective communication with clients course
  - An introduction to the human resources tasks
  - Personal productivity course
  - Leadership basics course
- The Provider of the courses: Doroob
- Development course (online)
- Provider of the course: The Center of Entrepreneurship
- Security Systems Support Training
  - COVID-19 Workplace Preparedness
  - My Development Plan
  - May 2021 Traffic Safety Quiz
- And I have a lot of other certificats Provided from: Aramco
- Performance Measurement
  - Innovation and creativity
  - Career management
  - Business plan development
- The Provuder of the courses: Aramco + Harvard