

YAQEEN ALHAKEEM



SAIHAT



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SKILLS

- Leadership
- Communication
- Self-motivation
- Decision Making
- Working under pressure
- Computer skills
- Microsoft office
- Management
- Problem solving

LANGUAGES

- ENGLISH
- ARABIC

INTERESTS

- Reading
- Drawing
- Increasing my knowledge

OBJECTIVE

- A recent graduate with a Diploma in Business Administration. Highly flexible and multi-tasking individual with strong ability to prioritize time-sensitive tasks. Currently looking for a job position in an organization that needs an individual who has the ability to work independently or in a team. Additionally, seeking for the ability to work in a challenging environment that can leads me to develop my skills in various fields.

EDUCATION

- DIPLOMA IN BUSINESS ADMINISTRATION** – 2020
GULTORBIT FOR EDUCATION AND TRAINING
- ENGLISH PROGRAM** – 2020 - 2021
SADARA INSTITUTE
- HIGH SCHOOL** – 2018
SECOND SECONDARY SCHOOL

CERTIFICATES

- ADVANCED EXCEL SKILLS** – AUG 2021
- PERSUASION SKILLS** – DEC 2021