

Sajedah al-Sumain

Profile:

Marital status: Married.
Date of birth: 5/5/1989.

Address:

Dammam, KSA.

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E-mail

sajedahAbdullah1409@gmail.com

Personal statement

Articulate, hard-working,
exuberant, resourceful.

SKILLS

- Languages (En – AR mother tongue)
- Computer Skills
- MS Office apps
- Soft Skills
- Time Management
- Writing letters-Oration

EDUCATION

King Faisal university
Graduation 30/1/2017
Business administration
G.P.A 3.28 out of 5

COURSES

Human resource introduction 7/7/2017
Information Technology 18/3/2018
Executive secretarial- effective communication
17/7/2017
Introduction Excel 18/7/201
Team work and communication 18/3/2018

Hobby

Embroidering, Reading novels and poetry, travelling.

REFERENCES

Available upon request