

Personal

Name

Rima Abdullah Aljafar

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Email

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Rima Abdullah Aljafar

A highly organized and hard-working individual looking for a responsible position to gain practical experience.

Education and Qualifications

Bachelor of management information system

Sep 2016 - Jan 2022

King Faisal university, Alhasa

All general business administration subject have been studied, including accounting, finance, marketing and network programming, computer science and systems analysis...etc.

Work experience

HR assistant

Sep 2021 - Dec 2021

Eastern project company, Alhasa

Skills

Microsoft office	<div><div style="width: 70%;"></div></div>
English language	<div><div style="width: 60%;"></div></div>
Effective communication	<div><div style="width: 65%;"></div></div>
Performance evaluation	<div><div style="width: 60%;"></div></div>
Programming	<div><div style="width: 20%;"></div></div>
Task management	<div><div style="width: 75%;"></div></div>

Volunteer activities

Creating presentation , entertaining activities, broadcast for the college club (Management information system club)