CV

Munirah Abdulkarim Alolayan

Personal Information

✉ muneerah.alolyan@gmail.con

📞 0563594166

📅 05/09/1994

Skills

Computer proficiency

Effective Communication Skills

Organization and time management

Speed of learning and achievement

Teamwork skills

Languages

Arabic ● ● ● ● ●

English ● ● ● ● ●

Career Objective

Joining a professional work environment to enable me to develop my skills, Achieve my goals and contribute in the development of the workplace .

Education

2017 ○ **Bachelor's degree in Information Technology**
Web and multimedia applications path
Majmaah University

2020 ○ **Diploma in Human Resources**

Experience

■ **Administrative Assistant**
at Sama Childhood Kindergarten | from 2/9/2018 to 25/1/2019

■ **Training at Cisco Networking Academy (Online)**
from 12/6/2016 to 14/8/2016

Training Courses

■ English Language Course - Al Khaleej Language Institute

■ English language course - Knowledge Academy

■ Anti-cybercrime course through social media

■ Correct entry of students' data into the Noor system

■ Project Management PMP . Course

■ Customer service skills and dealing with auditors

■ Financial Accounting Basics Course

■ Stress management skills course

■ public relations course

■ Computer skills course in office work

■ cyber security course

■ Oracle database basics course