Khawlah Saad saif **AlGusaiyer**

Date of Birth: 30-jan-1997

9/21 هـ 1417

Nationality: Saudi

Gender: female

Social situation: married

Contact

Address:

Saudi Arabia, Dhahran.

Phone:

0506192677

Email:

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Languages

English: very good

Arabic: Native language

Additional Skills

Microsoft Office package:

Microsoft Word, Excel, PowerPoint.

Programming languages:

Java, SQL, HTML

ERP software: SAP, Oracle

Objectives

- Acquire practical work experience.
- Develop interpersonal and professional skills.
- Enhance verbal and written communication skills.
- **Enhance analytical skills**
- problem solving and decision-making skills.
- **Develop clear career interests.**

Skill Highlights

- **Good Communication skills**
- **Business And official writing** proficiency
- **Critical Thinking**
- Problem solving
- Adaptability and Flexibility

- **Teamwork sparit**
- Time management
- Creativity
- Leadership
- Task managemnts
- **Fast learning**

Experiences

- 4 months of Co-op training at RCH Royal Commission Hospital, in IT department as Data and System analyst (19/1/2020 to 30/4/2020)
- 8 months working in SENDAN International Co LTD at finance department as accountant assistance (15-Nov-2020 to 14-july-2021).

Education

• bachelor's degree in Science of Management Information Systems MIS . (2015-2020), JUC Jubail University College.

Training programs and courses

Training Provider	Training Name	Start Date	End Date
Institute of Public Administration Ethrai	Basics of information security	→ 1441/9/16	1441/9/16 هـ
GAIT Gulf advanced information technology	Workshop on Odoo ERP software	1440/7 /18 هـ	1440/7/18 هـ