

DALAL ALSOWAYIGH

Highlights

A graduate of Imam Muhammad bin Saud Islamic University with a GPA of 4.39 out of 5.

I have an honors degree, ambitious, diligent, able to handle multiple tasks. I am always energetic and excited to learn new skills, and have been involved in many volunteer work.

I aspire to be an important part of the society, and I have enthusiasm for a better career future.

Education

Imam Muhammad Ibn Saud Islamic University
English Language

Experience

Translation.

I worked at Imam Muhammad bin Saud Islamic University

on translating the book Seven Signs of Life.

It was an interesting and useful project that I learned a lot from it.

holds a professional certificate. Teaching license from Education and Training Evaluation Authority.

Courses

- Microsoft office (Excel , outlook , PowerPoint, word)
- labor culture according to the Saudi Arabia
- let's work together professionally
- learn the basics of computers
- creative thinking
- strategic thinking
- executive secretarial
- smart work
- translation
- customer service
- work ethics
- effective communication at work
- increasing business efficiency using artificial intelligence applications



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Saudi Arabia, Eastern Province

Languages

- Arabic Native
- English Fluently

Nationality

Saudi

Skills

- Administration
- Organization
- Microsoft Office
- Communication
- Time Management
- Problem Solving
- Creativity
- Computer Skills
- Video editing
- Teamwork
- responsibility
- adaptability
- collaboration