

# ELAF MOHAMMED ALSAYED

## Business Administration

### SUMMARY

I look forward to a suitable job at your Esteemed facility that is commensurate with my certificates and scientific. and practical experience and serves the interest of your work in order to prove my within the tasks and responsibilities assigned to me, in order to always strive for improvement and productivity to reach the highest ranks and exchange benefits between the two parties.

### EDUCATION

#### Taif University

Qualification : Bachelor's Degree  
Major : Business Administration  
From : July 2016 – May 2020  
GPA : 3.24 – 4

### CERTIFICATIONS

#### Microsoft Office Specialist

Excel 2019 Associate  
February 2023

### SKILLS:

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Computer proficiency on both macOS and Windows servers
- Office programs proficiency ( Word, PowerPoint, Excel, Outlook )

### COURSES AND CERTIFICATES

#### skills Developing of Human Resource Specialist

Mithaq Institution For Training Online (15 hours – 2020)

#### Creative Executive Secretary

Mithaq Institution For Training Online (15 hours – 2020)

#### Comprehensive Quality Management

Mithaq Institution For Training Online (20 hours – 2020)

#### Administrative Excellence

Mithaq Institution For Training Online (12 hours – 2020)

#### Excellence in customer service

National Qualifications Training online (10 hours – 2021)

#### Preparation for the MOS Certification Exam

Al-Khwarizmi Institution For Training Online (60 hours – 2022)

### INFORMATION

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