

Ruba Abdul Rahim Al-Juhani

Riyadh ,Saudi Arabia

0500163416

rubaaljohani55@gmail.com

Summary

To make my utmost effort to reach the best positions and highest levels through running , by using my skills and energy at work to reach my goal and the position I aspire to reach and advance the facility to achieve the desired goals ,

Of experience

I worked on a graduation project and it was about beads I participated in the internet of Things competitions .and the topic was the tourism in the kingdom of Saudi Arabia . I volunteered to visit a kindergarten I have experience in computers . I attended a bakery project management course last January , and organization was the center Social Responsibility . I worked for the Perfect Display Company for a short period and gained great experience and skills

Education

- Bachelor S Administrative sciences 2019 – 2022
- Office management track
- Graduation year 2022

Training courses

- Project management (PMP)
- Excel basics course
- English listening Skills course

Skills

- | | |
|-----------------------|----------------------|
| •Communication Skills | Software Development |
| •Time management | Degree &Certificate |
| •Attention to Detail | Business Analysis |

Volunteering

I took the initiative to volunteer at King Khalid Eye Specialist Hospital in Riyadh regarding health information to archive medical files for a period of tow months

Languages

English

Arabic

Turkish