

MARYAH ALKHUZAM

CONTACT

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 Eastern Province, Qatif

EDUCATION

TECHNICAL AND VOCATIONAL
TRAINING CORPORATION

Human resources diploma

2020 - 2022

SKILLS

- Effective communication
- Technology skills: Excel, Microsoft Office, Social media
- Problem Solving
- Flexibility and adaptation
- Leadership
- Stress management
- Teamwork

LANGUAGE

- Arabic
- English

ABOUT ME

I am looking forward to obtaining a job opportunity in a professional work environment through which I can acquire new skills and broad experience and use my skills more effectively, which will achieve my personal goals of advancing the career ladder and the goals of the institution in which I will work.

WORK EXPERIENCE

RECEPTIONIST

clinic 9 | Nov 2024 - present

- I gained a lot of experience in this job: reception, greeting and dealing with patients, managing appointments, entering and updating data, providing information, maintaining confidentiality, issuing bills, managing the system, and using the computer.

TRAINING COURSES

- The golden Rules of Public Relations Management
- E-Marketing
- Awareness raising the level of safety
- Microsoft Excel Bigdata
- Cyber-Attack and Hacking Techniques
- Cybersecurity Awareness
- Dashboards in Microsoft Excel
- Introduction to robotics and artificial intelligence
- Application Using Dashboard in Excel
- simulation software Packet Tracer
- Introducing technical certificates
- Microsoft Planner
- Certificate of Excellence in Human Resources Management