

asrar aljassem

0539111680 | asraraljassem@gmail.com

SUMMARY

a recent graduate, I am looking forward to employing my skills and extensive knowledge to meet all requirements and therefore to achieve common goals and acquire new skills that enable me to raise my job performance.

EDUCATION

Diploma

business management /public administration, king Faisal University, 2023

- GPA 3.61

SKILLS

- microsoft Office (MS word, excel, powerpoint and etc)
- database management
- Supervising, Delegation and Team Working
- Time Management
- Attention to Detail
- General Administrative
- Communication

LANGUAGES

Arabic, English: First Language