

Atiah Eid Al-Atwi

■ 0558370329 | ✉ ■ Atiah1400@hotmail.com

■■■■ Professional Summary ■■■■

I strive to utilize my skills and abilities in achieving the goals of the organization, contributing to the success of its mission and vision, through hard work and dedication. I aim to provide high-quality and efficient performance aligned with the Kingdom's Vision 2030, while continuously developing my skills in both professional and social fields.

■■■■ Education ■■■■

- Bachelor's in Islamic Studies – Taibah University
- Postgraduate Diploma – Human Resources Management

■■■■ Professional Experience ■■■■

- Prepared and organized lesson plans according to the approved curriculum.
- Provided direct and regular instruction to students.
- Participated in preparing and supervising exams.
- Monitored student progress and recorded grades.
- Supported students in strengthening their learning outcomes.
- Collaborated with educational and administrative staff to achieve educational goals.

■■■■ Training Courses ■■■■

- Diploma in Office Technology.
- Professional Basics.
- Information Technology in the Workplace – Microsoft Office proficiency.
- Remote Work Course – “Your Environment, Your Launchpad.”
- “Discover Yourself” Program.
- “Steps in the Workplace” Program – Career Pathway.

■■■■ Skills ■■■■

- ✓ Proficiency in computer use and Microsoft Office programs.
- ✓ Ability to learn and acquire new skills quickly.
- ✓ Professional communication and teamwork.

- ✓ Time management and work organization.
- ✓ Strong verbal and written communication.
- ✓ Flexibility and adaptability in various work environments.
- ✓ Ability to organize tasks and manage responsibilities effectively.

■■■ Languages ■■■

- Arabic (Native)
- English (Good)

