

Asmaa Abdulkarim Al-Awfi

Contact Information

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CAREER OBJECTIVE

I look forward to obtaining a job opportunity in a professional work environment through which I can acquire new skills and extensive experience and hone my skills further, which will achieve my personal goals in moving up the career ladder, and achieve the goals of the entity for which I will work.

EDUCATION

King Faisal University | 2024

Diploma in Public Administration

- GPA 4.08

COURSES

- English Language Certificate, Colleges of Excellence | 2 and a half years
- A course in cybersecurity, Hadaf platform
- Course in the Noor and Faris system, Ministry of Education

TECHNICAL SKILLS

- Proficiency in using a computer
- Microsoft Office programs
- Preparing reports
- Data entry

SKILLS

- Effective learning and learning strategies
- Scheduling and prioritization skills
- Leadership and social influence
- Flexibility and ability to adapt
- Discover and solve problems
- The spirit of initiative and teamwork
- Critical thinking and analysis
- Carrying out administrative tasks
- Effective communication

LANGUAGES

- Arabic - Native
- English - Intermediate