

Nada Ali Alhawiti

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PROFESSIONAL SUMMARY

Motivated Home Economics graduate with a GPA of 4.3/5. Skilled in data entry and Microsoft Office. Eager to grow within a supportive, dynamic organization.

EDUCATION

BACHELOR IN HOME ECONOMICS. [UNIVERSITY OF TABUK]

Graduation Year: 2023

GPA: 4.3 / 5.0

WORK EXPERIENCE

Administrative Assistant (Intern)

Tabuk, Saudi Arabia- [Future Creators Company]

July 2023- November 2023

- Assisted in organizing and managing office files and schedules.
- Supported daily administrative tasks such as document handling, answering phone calls, and coordinating with departments.
- Improved communication and teamwork skills in a professional environment.

CERTIFICATIONS

- Data entry and word Processing course
[Institute Al-mosanadah – Technical college] Tabuk , Saudi Arabia
- Completed [July-2023]

SKILLS

- Data Entry and Text Editing
- Microsoft Office (Word, Excel, PowerPoint)
- Communication and Teamwork
- Problem Solving
- Quick Learner and Adaptable

LANGUAGE

- Arabic : Native
- English: Intermediate (working on improving speaking and writing skills)

<http://www.linkedin.com/in/nada-ali-alhawiti>