

THEKRA ALMUMTEN

Eastern province | Alkhobar

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OBJECTIVE

I am a dependable, motivated individual with effective communication skills, capable of thriving in a fast-paced environment and delivering high-quality work. I work well within teams, follow instructions, and collaborate effectively with colleagues at all levels. Adaptable and committed to continuous improvement, I am seeking a role where I can use and develop my skills while contributing to the growth and success of the organization.

PARTICIPATIONS & CERTIFICATES

- EF English Proficiency Training Program for Human Resources Development Fund
- Insurance Market Course
- Introduction to Human Resources Function Course
- Foundations of Human Resources Management Course
- First Lego Championship at the Eastern Province Level
- Summer Clubs at Dhahran Ahliyya Schools
- IFCE (Insurance Foundations Professional Exam)

EXPERIENCE

IAU Translator- Translation festival, college of Arts **2019-2020**

- Created a variety of activities for visitors
- presentation, posters, and invitations
- communicated with event helpers and shops

DAS Teacher- event planner **2020-2021**

Managed people and coordinated event activities effectively.
Collected and analyzed personal information for event planning purposes.
Designed and printed certificates for all participants.

EDUCATION

Imam Abdulrahman Bin Faisal University- collage of Arts **2020**

Bachelor's Degree, Major: English Language

KEY SKILLS

- leadership and time management.
- project management.
- communication and presentation skills.
- Languages: Arabic, English.
- Professional practice.
- Excellent written and verbal.
- Excellent computer and Microsoft office program skills.