

Kholoud Ayed Salama Al-Balawi

D.O.B: 04/10/1991

Nationality: Saudi

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CAREER OBJECTIVE

Getting a job that enables me to use my capabilities, achieve my ambitions, contribute to the development of work, build the country and society, and a firm desire for self-development and achieving work goals.

EDUCATION

- **Bachelor's degree in Arabic language**
- **General Education Diploma**
for one year

EXPERIENCE

- **Administrative Director for 8 years at Al-Joudah Dental and Dermatology Clinics Complex**
16/06/2016 - 20/01/2025
- **Experience certificate in the Tabuk Municipality, Department of (Environmental Health and Administrative Affairs)**
01/01/1443 - 30/03/143

TRAINING COURSE

- **Diploma in computer office and secretarial applications**
- **Human resources management course** - Institute of Research and Consulting at the University of Tabuk
- **Computer certificate, data entry and word processing** - Almutamayezon Institute
- **Accounting course for non-accountants** - Upward Arrow Training Institute
- **Success strategies and building a confident personality course** - Training and Community Service Center at the Arab Open University
- **Secrets of professional advancement course**
- **Awaken the potential for success within you**
- **Human Resources Management Course**
- **Administrative Leadership Course**
- **Administrative Planning Course**
- **Job Behavior Course**
- **Change Management Course**
- **Quality Management Course**

SKILLS

- Ability to teach others
- Work in a team
- Computer skills
- Leadership and management skills