

MARAM HINDI ALHARBI

MEDINA, SAUDI ARABIA

OBJECTIVE

Obtaining a job opportunity in a supportive facility that allows upgrading the career ladder in accordance with the vision of the Kingdom of Saudi Arabia for 2030 by serving the community, contributing and raising the efficiency of the employer. I can also harness what I have learned to support the facility and raise productivity

EDUCATION

Bachelor's degree in Information Science from Taibah University
With First Class Honors and a GPA of 4.78 out of 5
Graduation year 2021

EXPERIENCE

June - December 2022 / work as a customer service specialist for six months in the Directorate General of Health Affairs in Madinah
June - December 2022 / working as a general secretary in the health center for emergency services at the Haramain Express train
September - October 2021/ Work as an information specialist at the Central Library for Library Affairs at Taibah University

TRAINING COURSES

1. A course in information services in libraries and information centers
 2. A course in the basics of information security
 3. The Essentials of Career Success
 4. Stress management course
 5. Course in Customer Service and Brand
 6. A course in electronic secretarial
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SKILLS

- Computer proficiency
 - Proficiency in dealing with others
 - The ability to withstand pressure
 - Intuition and quick comprehension Punctuality
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CONTACT

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