

# HANEEN HAKAMI

## PROFESSIONAL SUMMARY

English graduate with proven technical skills, problem-solving skills, and organised individual. Seeking an opportunity to utilize my knowledge and skills and make the best of my potential and contribute to the organisation's growth that I join.

## WORK HISTORY

### Data entry

**Esnad real estate company - Jeddah, Cooperative Training for 6 months**

- Used proficient computer skills for rapid data entry and record keeping.
- Learned advanced skills and tools to serve and enhance data entry.
- Improved data entry accuracy by double-checking all inputted information.
- Supported team by demonstrating respect and willingness to help.

## EDUCATION

**Bachelor of Law, Systems Department, 2026**  
**King Abdulaziz University - Jeddah**

**Diploma, English Language, 12/2024**  
**Bright Goals High Training Institute**

## LANGUAGES

**Arabic** Native

|            |    |
|------------|----|
| English    | C2 |
| Proficient |    |

## CERTIFICATIONS

- Cybersecurity Essentials from Cisco Academy. May 2023
- Digitization Techniques for Archival Documents from Doroob. Jun 2024
- Marketing from Doroob. Sep 2024
- Introduction into Project Management Professional (PMP). April 2025

## CONTACT

**Address:** Jeddah  
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**Email:** h6656600@gmail.com  
**Date of birth:** 2004

## SKILLS

- Proficiency in the use of computer
- Team or individual work
- Time management
- Work discipline
- Flexibility in working hours
- Cooperation
- Speed of delivery
- Ability to work under pressure
- Proficiency in data entry