

Ayyaf Mohammed Al-Subaie

Jeddah, Saudi Arabia | 0536722659 | AYAF.momd@gmail.com

OBJECTIVE

Joining a professional work environment that enables me to develop my practical skills, achieve my goals, and contribute to the development of the workplace in which I will work to achieve common goals.

EDUCATION

-Taif University

Bachelor of Arts

Graduation Year : 2019

EXPERIENCE

Modern building leaders

- Administrative Assistant | 2021 - 2023
- Data Entry | 2023 - 2024

COURSES

- Data entry and text processing course 240 hours 6 months (General Organization for Vocational and Technical Training)
- Excel spreadsheet program course (Hadaf)
- Human resources basics course (Hadaf)

LANGUAGES

- Arabic
- English

SKILLS

- Excellent use of computers
- Speed of learning and participation in solving problems
- Group or individual work and the art of time management
- work under pressure
- effective communication
- Leadership and organization
- The ability to make decisions