

Renad Mohammed Al-muzaini

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OBJECTIVE

I seek an administrative or HR assistant role where I can apply my language and communication skills, organizational abilities, and leadership knowledge. I aim to contribute to team efficiency, support business operations, and grow in a professional environment that values precision, collaboration, and development.

EDUCATION

Bachelor's Degree in Language and Translation
Taibah University, Saudi Arabia | Graduation: May 2025
GPA: 4.74 / 5.0

CERTIFICATIONS

- Certified Business Professional (CBP) – Leadership Skills
- IELTS Academic – Overall Band Score: 7.0

ACADEMIC PROJECTS

Graduation Project – Translation and Analysis

Translated and analyzed a set of documents from English to Arabic, focusing on linguistic accuracy, context, and cultural relevance.

SKILLS

- Technical & Language Skills
- Fluent in Arabic and English
- Document translation and editing
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

****Professional Skills****

- Strong written and verbal communication
- Calendar and travel management
- Attention to detail
- Task prioritization and time management - Organizational skills

COURSES

- **Certified Business Professional (CBP) – Leadership Skills**

ADDITIONAL INFORMATION

- Available immediately - Open to internship or trainee opportunities