

Arwa Mubarak

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Working in an organization commensurate with my personal and applied skills in administrative and technical affairs and the ability to communicate with employees and customers and manage the work team.

Experience

Manager assistant

Jun 2021 - December 2021

The third intermediate school for memorizing the Qur'an, hail
Assisting the administrative department by taking care of organizing all administrative work, organizing and archiving documents and administrative records, coordinating and scheduling meetings.

Education

Computer Department-Diploma in Office Computer Applications

University of hail – Deanship of Community Service, hail

2019 – Jun 2021

courses

- Professional in the field of Customer service

Top Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint