

Asma Saeed AL-Muanna



PERSONAL INFO

- soma14_18_19@outlook.sa
- 0582391294
- Jeddah
- Saudi



LANGUAGES

- ARABIC
- ENGLISH



SKILLS

- Data Processing
- Customer Service
- Effective communication
- Microsoft Office
- Scheduling
- Marketing



EDUCATION

- Bachelor's degree in Arabic 2021
Umm Al Qura University



EXPERIENCE

- Data entry 2019/11 - 2022/9
Yasser Ahmed Al-Aqbi Engineering Consulting Office



COURSES

- Bahra advanced institute
 - Computer
 - English language
 - Introduction to human resources
 - Job behavior and communication skills
 - Modern office and secretarial management
 - Data entry and word processing course
 - Customer service
 - Electronic Developments
 - Wrong practices in banking transactions
 - Insurance representative