

I seek to develop my practical skills with the vision of Saudi Arabia 2030, Contribute to community service and make the best results for progress, Upgrading and interacting with the latest updates in order to achieve maximum uniqueness and development.

Budur Saeed Algoosh

English language and translation

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📍 Jeddah, Saudi Arabia

EDUCATION

I graduated from Princess Nora Bint Abdulrahman University, Riyadh, SA, B.S. Degree in **English language and translation.**

EXPERIENCE

Part Time 2021

Coordinator, Noon Academy.

- Coordinate with the training department for course scheduling and preparation of materials for programs
- Assisted in the evaluation, admission and graduation process of students coordinating services and information

Volunteer 2020

Translator, Princess Noura Bint Abdulrahman University in Alnajah Center Department

- Translating the Center's reports and outputs and uploading them to the Center's official website

COOP Training 2019

Assistant, Smaat Company

- -Collaborative training with recruitment, Assistants, Translation of reports and documents

COURSE

Creative Secretarial Skills from (IPA)

Reports Preparation from (IPA)

Administrative Coordination from (IPA)

Administrative leadership from (IPA)

Job performance management from (IPA)

LANGUAGE

- ✓ Arabic: Native ●●●●●●●●
- ✓ English: Advance ●●●●●●●●

SKILLS

- ✓ Microsoft Office Program.
- ✓ Computer skills.
- ✓ Time Management.
- ✓ Self-motivation.
- ✓ Teamwork, Organizing.
- ✓ Accuracy with Data Entry.
- ✓ Multitasking.