

MANAR ABDULLAH ALSALHI

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SUMMARY

- Motivated and detail-oriented individual with desire to gain work experience and learn from administrative team.
- Applies methodical, problem solving approach to challenging tasks.
- Creative and innovative professional with strong administrative background.

EDUCATION

- Bachelor of Business Administration, Norah University with excellent grade and first class honors.
- Internship at Al Hokair Group.

EXPERIENCE

Call center agent in Ministry of Health. 2020-2020

- Answer clients' calls and assist them with inquiries and complaints.

Teacher and administrator in school. 2021-2023

- Teach, administer, supervise, train and manage activities.

SKILLS

- Leadership skills
- Communication skills
- Time management
- Work under pressure

COURSES

- Microsoft Office
- Development in HR

LANGUAGES

- ARABIC (Native language)
- ENGLISH (IELTS score: 4/5)
- INDIAN (A1)

