

HOUR TURKI ALHARBI

GENERAL ADMINISTRATION

CONTACT

- +966 535933270
- Hour.turki3270@gmail.com
- Al-Kharj, Riyadh Saudi Arabia

SKILLS

- Work under pressure
- A team player
- Time Management
- Problem solving
- Communication Skills
- Microsoft Office

LANGUAGES

- Arabic
- English

PROFESSIONAL CERTIFICATES

human resources management and planning
CANADIAN ORBIT FOR PROFESSIONAL EDUCATION
Feb 2016 - Mar 2016

ABOUT ME

High ambition to work and always seeking new achievements, whether at the work level or on a personal level.
I always strive to complete the work on time whilst having an interest in every financial matter such as financial deliberations.

EDUCATION

Diploma in Financial Management
Prince Sattam bin Abdulaziz University
2020- 2021 | GPA: 4.74

Bachelor's degree in General Administration
university of the people in Pasadena, California, USA
2021 - Present

COURSES

Data entry and word processing
Global Institute for Education and Training
Sep 2018 - Mar 2019

Secretarial and office management
Technical and Vocational Training Corporation
Mar 2021 - Mar 2021