

# Hana Nasser AlSaleh

## PERSONAL INFO



050 000 1508



hanaalsaleh7@gmail.com



Jubail

## SKILLS

- Use of computer and Microsoft programs: (Word, Excel).
- Dealing with banks.
- Comprehensive knowledge of all government websites.
- Writing legal emails.
- Drafting official letters.
- Raising requests of the implementation of cases.

## LANGUAGES

- Arabic - Native
- English - Excellent

## OBJECTIVE

To be a part of a growing organization and to make a significant contribution as a well rounded team member, to utilize and improve my knowledge and communication skills.

## EDUCATION

Imam Abdulrahman Bin Faisal University

- GPA: 4.56 out of 5
- Grade: excellent

## ACADEMIC ACHIEVEMENTS

- Graduated with second honors
- 4 certificates of excellence and excellence – (2018 – 2019 – 2020)
- Participation and organization in many exhibitions within the college

## EXPERIENCES

Salman Ayed Al-Omari Law Firm and Legal Consultations

- Assistant manager & Accountant – (2021 Until now)

## COURSES

- Creative secretarial skills course
- Secretarial and office management course