

Dania Abdulaziz Jazar

CONTACT

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📍 Jeddah

SKILLS

Arabic...native language
English... Excellent
Computer Skills :
Excellent

EDUCATION

English language
King Abdulaziz University
2005-2008

TRAINING

Buba, For a Months.
Fakeh hospital, two weeks.
My Clinic, two weeks.
Alhumrany Company, three months.
Ahmed hashim clinic, two weeks.
Baraam alwatan, three months
Future expert, three months.
my little kingdom, three months

HOBBIES

Reading , Learning , Swimming
Sport , Discovering , Art , Travel.

COVER LETTER

Am looking for a job And I have experience in admin ; teaching Supervision
Customer service ; care ; experience Admin assistant After sales Human
resources
Receptionist Secretary And willing to learn more and gain more knowledge
Wishing for new opportunity

OBJECTIVES

A challenging position in the field of where i can use my Skills to be a
benefit to the organization and develop my personal Skills. Also, to develop
my Skills to achieve a great position in the society.

WORK EXPERIENCE

I have 5 years experience with call center customer care - support- service -
experience-excellence and public relation 2 years as admin assistant and
receptionists .
8 years as a home room teacher -training and supervision.

- Al njoom al lamaa.. Teacher kg.. for four years.. assistant at admin.
- High approval company.. admin.. for three months.
- Alfaisal INS. admin for one year.
- World of Learning as assistant for three months.
- Children world school as a teacher.
- Green grass INS as a teacher.
- Alebdaa private school. As a teacher.
- New jeddah clinic hospital customers care three months
- Abdullah sharbatly company. Customers care and service two years.
- Aleya motors company, customers services.

Courses

- ICD, secretary, teaching from games, personal quality.
 - The positive personality and success industry in work environment.
 - First aid, family courses.
 - Human resources.
 - Public relationship.
 - Coach in training.
 - Work ethics.
 - How to be a florist.
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