**Widyan**

E-mail: widyan.370737@2freemail.com



 Nationality : Saudi

Date of Birth : 15 – 6 -1985

Medina:Place of Birth

Marital status: Single

**Qualifications**:

\* Diploma of Business Administration from Om Al Qura University.

\* Fluent in English .

**Training courses:**

* Course in Time Management / Harvard Academy ( Online ) .
* Course in customer focus / Harvard Academy / ( Online ) .
* Course in Human Rights / IHG 2016
* Course in Guest Relation and service Recovery / IHG 2016
* Course in career development / national guard health affairs / PMBAH 2014 .
* Course in fire and life safety in service training / PMBAH 2013 .
* Course in financial resources development on-profit organizations/Tayba Higher Institute

 for Training 2012.

* Course in Opera property management system for hotels/Al Khozama Hotel 2011.
* Course in behavior of a professional secretary / administrative center of creativity 2011.
* Course in the technical skills of the leadership of office / administrative Innovation Centre 2011.
* Course of writing effective managerial / administrative Innovation Centre 2011.
* Course of the assets of the interviews and etiquette / Managing Innovation Centre 2011.
* Course in  free your abilities / Smart Centre visions for Training 2010.
* Course in How to start your small business / Foundation Medina Foundation for Community Development 2009.
* Course in Money management / Chamber of Commerce and Industry Training

 Center and Management Development 2009.

* Course in The art of decoration and crafts / Chamber of Commerce and Industry Training

 Center and 2008.

* Course in of the Arts dealing with the public / Management Training and Scholarship

 Medina 2007.

* Course of total quality in health services / Management Training and Scholarship

 Medina 2007.

* Certificate of Attendance Introductory Symposium on Autism/maternity hospital 2007.
* Course in Six sessions of the computer (Access - Excel - Word - Internet - Windows xp-introduction to the world of the computer) from the center of the Taybah Computer Training 2005.

**Professional Experience:**

* Guest relation officer in dar al iman intercontinental hotel for 8 month's from 3/10/2015 to 18/7/2016
* Receptionist and Reservations appointment in medical imaging in NGHA hospital from 13/10/2012 until 1/3/2015
* Financial resources employee/Committee for the Welfare of Prisoners and their families/5months from03/03/2012 until 13/08/2012.
* Operator and reservations employee/Al Khozama Hotel/5monthsfrom18-10-2010 until 01/03/2011.
* Administrative records/Al Dar Hospital/ 4months from11/11/2009 to 11-3-2010.
* Security and secretary /Scientific & Medical Equip, House/01.11.2006 to two

 years from-10-1-2008.

* Receptionist/al shamel laboratory for medical analysis /16 months of 4-7-2005 to
* 19-10- 2006.
* Trained on business management/ Institute of Languages​​City/ month-4 -13 2005 to 2005-5-12.

**The possibilities and capabilities:**

Social , cooperative and active, reliable , accurate observation, I can communicate with different temperaments, art of Dealing with others and build public relations, , Tactful , always ready to learn more .