

# LENA ABDULRAHMAN ALMUTAIRI

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Phone: 0541051051

City: Riyadh, Saudi Arabia

## CAREER OBJECTIVE

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I am looking for training to gain experience and fulfill graduation requirements in my specialty and strengthen my scientific skills, in addition to being keen on self-development in the field of work and aspiring to reach self-satisfaction and the satisfaction of the employer.

## EDUCATION

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### Bachelor's degree in Electronic Commerce – 2025

Saudi Electronic University, GPA: 3.10 out of 4

## EXPERIENCES

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### E-commerce Manager – 4 Months

United Bridge Trading Company, From 27-5-2023 to 12-10-2023

## TECHNICAL SKILLS

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- Proficiency in using computer
- Telephone Communication
- Data Entry
- Microsoft Office Programs
- Email Communication
- Marketing

## PRACTICAL SKILLS

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- Time Management
- Cooperation
- Communication
- Team Organization
- Working with a Team
- Problem Solving

## LANGUAGE

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- Arabic : Native
  - English : Very Good