



WAFA ALTURIMAN

GET TO KNOW ME

i like teamwork ,volunteering, communication skills and leadership, i can work under pressure, able to learn fast. i have time management and goals achievements. i love to improve myself always and learn new things

EDUCATION

Princess Nora bint AbdulRahman University
French translation (2015-2020)

SKILLS

- computer skills
- Bargaining
- Design
- Leadership



- English
- french
- spanish



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EXPERIENCE

Wbsite Management IN LE CADEAU

JUL 2020 TO PEESENT

- Monitor daily in all E-commerce
- Inventory control
- System for orders cycle in branches, website, etc.
- Modification and improvement on the website

English Language Institute Club

JAN 2020 TO JAN 2021 (12 HOURS)

- Responsible of attendance records
- Design advertising posters
- Prepare a questionnaire through Google Form
- Other voluntary work

Nazha Club

JAN 2020 TO JAN 2021 (30 HOURS)

- Human Resources Member
- Design advertising posters
- Register attendants data of conference or session

French language club

2017 TO 2018 (16 HOURS)

- Receiving delegations from another university
- Participating in the Francophone campaign

COURSES

Human Resource Management

PRINCESS NORA BINT ABDULRAHMAN UNIVERSITY
FEB 2020

Way to Translate Newsletters and Newspaper

WIKIPEDIA CLUB OF THE FACULTY OF LANGUAGES
FEB 2019

International communication

AMERICAN ENGLISH INSTITUTION
JAN 2014