

# Salha Khalf Albishi

📍 Saudi Arabia ✉ jroh197@gmail.com 📞 +966509089127

---

## SUMMARY

---

Dedicated and detail-oriented professional with a Bachelor's degree in Mathematics and extensive training in cybersecurity, information security, and office management. I am seeking to leverage my technical proficiency, organizational skills, and strong communication abilities within a dynamic and growth-oriented organization. My goal is to contribute effectively to team success while continuously acquiring new skills and experiences in a competitive work environment.

---

## EDUCATION

---

### Bachelor of Mathematics

King Khalid University · Saudi Arabia · 2009

---

## CERTIFICATIONS

---

### Entrepreneurship Diploma

Business Academy, Kenz Office

---

## COURSEWORK

---

### Fundamentals of Information Security & CompTIA Security

### Modern Secretarial and Office Management

International Coach Academy

### Cyber Security Simultaneous Training

2018

### The Seven Skills

Egypt · 2018

### Influencing Skills & Social Intelligence

Federation of Training Centers of the Arab World · 2017

### Skills and the Art of Excellence in Customer Service

Federation of Training Centers of the Arab World · 2017

### English Language

Federation of Training Centers of the Arab World · 2017

### Human Resources Department

Passing the Future Center for Training and Development · 2017

---

## SKILLS

---

Teamwork

Work Under Pressure

Effective Communication

Time and Task Management

Proficiency in Working on the Computer

### Languages

- **Arabic:** Fluent (Native)
- **English:** Intermediate