

Maha Abdulrahman Yhaya bin Salem

Location: Eastern Province, Saudi Arabia

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Professional Summary

A passionate English Language and Translation graduate with honors, seeking opportunities to apply my skills in translation and communication. Known for organizational skills, quick learning, and a strong ability to manage tasks efficiently.

Education

Bachelor's Degree in English Language and Translation

King Khalid University, Abha, Saudi Arabia

GPA: 4.62 / 5 - Second Class Honor

Graduation Date: June 2025

Skills

- Fluent in English and Arabic
- Translation (English ↔ Arabic)
- Written and verbal communication
- Time management and task prioritization
- Organizational and planning skills
- Problem-solving and adaptability
- Microsoft Office (Word, Excel, PowerPoint)
- Canva (visual content design)

Courses

- Microsoft Office Package: Excel, PowerPoint, Word |Udemy|
- Communication and Soft Skills |Coursera|
- Introduction to Professional Certifications |Coursera|

Volunteer Experience

- Participated in environmental awareness campaigns and organizational events at King Khalid University.

Languages

- Arabic: Native
- English: Fluent