

Sakinah Alsadah

Business Administration

Student of Saudi Electronic University, expected to graduate in December with Bachelor degree, seeking for an internship chance where I can Improve the company and myself.



alsadahsakinah@gmail.com



0563977982



Saihat, Saudi Arabia

SKILLS

o Microsoft Office

o Time Management

o Computer Typing

o Data Entry

o Leadership & Teamwork

Web Design

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency

INTERESTS

volunteering

traveling

reading

EDUCATION

Bachelor of Administration in Business Administration

Saudi Electronic University, Dammam, Saudi Arabia

08/2017 - 01/2022

GPA: 3.2 out of 4.0

Achievements:

- Deans' List of Honors: for the last 7 semesters

Intensive English Language Course

Spring International language Center, Denver, Colorado

08/2011 - 05/2012

Courses

- Heavily comprehensive English classes for second language speakers

WORK EXPERIENCE

Sales Representative

Alshaya Group

07/2018 - 09/2018

Tasks:

- Dealing with customers and work as cashier.

COURSES

Public Management

- Assess how management leadership and business strategies typically used for the private sector to government and public organizations.

HR Management

- Focuses on principles methods and technologies that are used to improve the productivity of an organization.

Marketing Management

- Program which deals with the nature, scope and role of marketing.

Operation Management

- Concerned with planning, organizing and supervising in the contacts of the production, manufacturing or the provision of service.

Logistic Management

- A part of supply chain management that deals with the planning, implementing and controlling of flow.

Project Management

- Identifying organizational structures, estimating costs and budgeting, using critical path project management tools and establishing the critical path.

Web Design

- Learn about planning, building out and maintaining websites. Web designing include graphic design, interface design, coding, UX design, search engine optimization and more.