

# FATIMAH ALAHMED

ADMINISTRATIVE JOBS, TRANSLATOR, ENGLISH TEACHER

## Personal Information

### DOB

19 OCT, 1997

### Nationality

Saudi

## Education

### BACHELOR OF EDUCATION IN ENGLISH LANGUAGE

IAU, Jubail | 2020

GPA 4.09 out of 5

## Courses

### ENGLISH LANGUAGE COURSES

The British Council, Khobar | 2015 - 2016

### MULTIPLE COURSES

IAU, Jubail | 2018 - 2019

Different courses organized by the university to improve us in many aspects including work field

## Experience

### ADMINISTRATIVE SPECIALIST




Mohammed Baqer Al-Faraj & Partners Co. General Cont,  
Qatif | Apr, 2021 - Aug, 2021,  
Trainee within Tamheer Program

### CUSTOMER SUPPORT EXECUTIVE




Noor Carton and Packaging Industry, Dammam 2nd. Industrial  
City | Sep, 2021 - Present  
the connection between sales man and other company  
departments

## Skills

### Computer Skills

Microsoft Word   
Microsoft Powerpoint   
Microsoft Excel 


### Interpersonal skills

Communication   
Flexibility   
Patience 

### Transferable skills

Ambition   
Creativity 

### Languages

Arabic   
English 

## Achievements

### Achievement

Scientific research camp

## Contact

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🌐 Fatimah Alahmed