

WEJDAN M. ALDIDN

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OBJECTIVE

Seeking for a job in competitive and challenging environments to use the acquired skills and experience for the benefit of that environment and develop it.

EDUCATION

08/21/2013 - Bachelor's degree in English Language 3.76/5, Jubail, *Imam Abdulrahman University*.
05/15/2018

EXPERIENCE

05/20/2019- Sales Coordinator, *RICI Muhammad Abdullah Al Azzaz Co. Ltd.*
12/30/2020 Sales Coordinator, responsible for contacting clients, scheduling, arranging, and monitoring logs.

12/30/2020- Billing Officer, *RICI Muhammad Abdullah Al Azzaz Co. Ltd.*
present Billing officer, responsible of creating invoices and following up with clients for payments.

TRAINING

12/10/2017- *Imam Abdulrahman University, Jubail.*
12/19/2017 Preparing graduate females for the labor market.

06/02/2017- *Saudi Aramco, Dhahran.*
07/24/2017 Summer training program 2017, gradient program for non-employee, Training Department.

09/16/2018- *Al Khaleej Training and Education, Khobar.*
12/13/2018 Using computer for office purposes.

TECHNICAL SKILLS

Full command of computer skills and Microsoft Office programs.

PERSONAL SKILLS

Professional, organized, detailed, time managed, team-worker, adaptable.