

YASMINE ALSHAKAKI

PERSONAL INFORMATION

DOB: 10-July-1997
Nationality: Syrian
Address: Suadi Arabia, Dammam

PERSONAL PROFILE

I'm a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. My past work experiences developed my interpersonal skills specially in negotiation and persuasion fields. Also, I have the ability to deal with different issues in a resourceful manner. I'm always looking for new opportunities and challenges, so I can continue to grow.

PERSONAL SKILLS

- Flexibility
- Accountability
- Practicality
- Resourcefulness



PROFESSIONAL SKILLS

- Management Skills
- Communicational Skills
- Research Skills
- MS Office
- Copywriting



CONTACT INFORMATION

Phone #: +966534776391
Email: yasminshak97@gmail.com

EDUCATIONAL HISTORY

Arab Open University

English Language & Literature Studies, 2020

- Bachelor degree of English Literature .
- Bachelor of arts with Second Class Honors From UK Open University.
- English Language Intensive Courses from AOU.

EMPLOYMENT HISTORY

Human Resources Assistant

Full Effect (Apr 2020- Present)

- Maintaining accurate and up-to-date human resource files, records, and documentation to ensure that all required documents are collected and filed appropriately.
- Answering frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.
- Conducting & assisting with new hire orientation.
- Preparing, maintaining and submitting paper payroll checks for employees.
- Responding to employees inquiries regarding payroll issues or concerns.

Online store & Marketplaces Manger

Full Effect (May 2019 - Mar 2020)

- Preparing all stores items including the items descriptive content (English + Arabic) & images.
- Preparing daily orders and responsible for the sales and profits of the online store and the marketplaces as well.
- Providing exceptional customer service and resolve customer problems or complaints.
- Managing and executing e-marketing plans in cooperation with other team members.
- Monitoring prices, images and store interface on a daily basis.
- Working on all needed integration with shipping companies, payment gateways and digital marketing platforms.

Professional Translator & Content Writer

Total Impact (Feb 2018- July 2018)

- Providing accurate & clear translation from Arabic to English and vice versa for an online store.
- Creating creative content for the same store; including store policies, store notification and messages and products descriptive content.