

Saudi Arabia
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Marwah Haider Hasan AL-Sadah

Objective:

To use my skills in the best possible way for achieving my goals, where can I exhibit my leadership abilities, and help better the office environment, gain further experience

Education :

2008-2010 Al-alamiah Institute for Computer & technology

Personal Information :

Nationality : Saudi

Marital status : Single

Hometown : Eastern Region / Safwa

Experience :

1/ I worked in Shehab shop for concert and hospitality in Qatif .

My work assignments were :

- Organization of bookings for weddings .
- Dealing with clients with flexibility and welcoming .
- Arrange for external coordination in the wedding halls at sometimes
- Reservation of hospitality from pastries and drinks for wedding .
From May 9 to September 9 / 2017 For 4 months .

2/ I worked in Abayat Furniture in Al Khobar .

My work assignments were :

- Sales Officer in the Department of home accessories .
- Dealing with customers and asking them if they need any help buying .
- Arrange decorations to customers .
- Print commodity prices .
- Make a replanche of the existing items in the exhibition .
- Help other sections if they need help .
- I gained experience in SAP program where I was trained on it for month .
From March 7 to June 6 / 2018 For 3 months .

3 / I Worked in Hodaithy International in Al Khobar .

As Executive Secretary .

My work assignments were :

- Coordination of office management activities.
- Arranging incoming and outgoing mail documenting, recording and numbering .
- Schedule meetings and arrange meeting rooms .
- Manage travel procedures and their schedule.
- Prepare confidential and sensitive documents and deal with them faithfully and faithfully
- Preparing the meeting agenda, following up its distribution and ensuring that it is delivered to the person concerned .

4 / At present

I Worked in (GDC) Gulf Desert Chemical Company .

As Sales Coordinator.

I Start work Since 6 / 10 / 2019 till now .

Skills :

- Language skills
Excellent in Arabic .
Very good in Reading and spoken English .
- Computer skills .
Good in Microsoft word, excel, access, power point, Visio
- Management skills .
- Planning and organizational .
- Creative .
- Energetic .
- Problem solving and decision making .
- Ability to work under pressure .
- Team player and Problem solving .

Interests :

Traveling , Swimming , Reading mysterious story , Discovery of all that is new in life .

Community Activities :

2006-2006 worked with Safa Charitable association of Safwa in a marriage festival .

References :

- Noriah Ali Al-Sadah
Mobile: 0567838281
- Jay Lomybao
Mobile: 0535632163