

WEJDAN M. ALDIDN

General English Language Graduate

Saudi | Al-Khobar | 12/14/1995

Mobile: +966-536-544-966 | Email: aldidn.w@gmail.com

OBJECTIVE

I am 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. My interest is to be a part of an administration team and contributing my abilities and dedication to help the organization's growth. My experiences enable me to be creative and focused on innovation

ACADEMIC BACKGROUND

Bachelor's degree in English Language GPA,
3.76 Of 5, **Jubail, Imam Abdulrahman**
University. Graduate on May 2018

WORK EXPERIENCES

- **Billing Officer, RICI Co. Ltd. (Current Position)**

Billing officer, responsible of creating invoices and following up with clients for payments.

- **Sales Coordinator, RICI Co. Ltd.**

Sales Coordinator, responsible for contacting clients, scheduling, arranging, and monitoring logs.

LANGUAGES

- Arabic: Native
- English: Advance

CERTIFICATIONS

- **Imam Abdulrahman University, Jubail.**
Preparing graduate females for the labor market.

- **Saudi Aramco, Dhahran.**
Summer training program 2017, gradient program for non-employee, Training Department.

- **Al Khaleej Training and Education, Khobar.**
Learning the proper computer use for office purposes.

SKILLS

- Time Management skills
- Good in problem-solving
- Confidently speak in public
- Quick learner and works under pressure
- Adaptable, team-worker
- Detailed
- Microsoft Office Professional
- Knowledge of **CRM** Program
- Knowledge of **Quick book** Program