



Shaimaa Alomari

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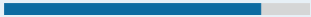
Jubail 319161

SKILLS

- Microsoft Excel
- Microsoft Word
- Data collation
- Clear oral/written communication
- Friendly nature
- Deadline driven
- Organizational skills

LANGUAGES

Arabic: Native language

English: C1

Advanced

PROFESSIONAL SUMMARY

A highly motivated and hardworking individual, who has recently completed their Bachelor degree in Business administration, achieving excellent grades in most of the classes. Seeking an opportunity to start a career where I can contribute to strengthen my country economy and assume a role which allows me to take responsibility that challenges me to excel.

WORK HISTORY

September 2020 - December 2020

Intern, Sadara Chemical Company, Jubail, Eastern Province

- Developing a summary sheet for plants products and storage tanks.
- Preparing a summary that shows the difference between the planned vessel load and the actual amount.
- Managing the Monthly log sheet of products exception.
- Updating the department daily dashboard.
- Updating projection excel file and adding charts to the file on daily biases.

EDUCATION

January 2021

Bachelor of Science, Business Administration, GPA: 3.33 Out of 4
Jubail University College, Jubail, Eastern Province, Saudi Arabia

CERTIFICATIONS

- Introduction in human resources Functions.
- Leadership Essential.
- Leadership Skills.

HOBBIES

- Meditation.
- Exercise .
- Draw .
- Travel.
- Cooking.