**Fatimah N. Almadan**

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# Objective

Seeking a challenging job in a well-reputed, dynamic organization where I will be able to utilize my education, skills, experience, and energy to the organization.

# Education

**University of Tennessee,** Martin, TN Jan 2013 - June 2018

* Bachelor of Science, Management Information System

# Professional Experience

**Data Entry** Dec 2020 – Present

*Spring Water Company, Dammam, Saudi Arabia*

* + Review and check applications and supporting documents
  + Maintain complete activity logs and prepare reports
  + Respond to requests for information & details
  + Retrieve and present required information in various formats
  + Prepared documents for data entry
  + Recorded all tasks and activities
  + Verified, updated, and corrected source documents
  + Prepared documents for data entry

**Retail Sales Associate** Oct 2018 – Dec 2018

*Massimo Dutti, Dhahran, Saudi Arabia*

* + Assisted customers with product selections and purchases
  + Answered customers' questions, and provided information on procedures or policies
  + Processed merchandise returns and exchanges.
  + Assisted customers by providing information and resolving their complaints
  + Provided accurate product information
  + Served customers, discovered their needs, and made recommendations to generate sales
  + Managed the cash register on a daily basis.

# Skills and Assessment Tests

* + Bilingual in Arabic and English
  + Excellent communication skills
  + Flexible team player
  + Strong Microsoft Skills; Excel, Word & Power points
  + Ability to work confidently under pressure

# Extracurricular Activities

* + Volunteered at Arab Students Union – University of Tennessee
  + Office Associate – University of Tennessee International office