**Fatimah N. Almadan**

 Contact Information: +966 598385070 | Fatimah.n.almadan@gmail.com | Nationality: Saudi

# 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