

# LAILA BADER ALAQEEL

Fresh Graduate

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## PERSONAL PROFILE

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I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

## CONTACT DETAILS

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Mobile: +966 561720187  
l.a.m\_404@live.com  
Saudi Arabia , Dammam

## SKILLS AND ABILITIES

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- Event planning.
- Project management.
- Strong communication and interpersonal skills.
- Fast learner.
- Team player.
- Creative problem solving.
- Motivated and dedicated.
- Microsoft office.
- Responsible.

## OTHER SKILLS

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I am able to allocate my cognitive to focus on a specific task or number of tasks , Superior capacity of understanding new concepts and applying them correctly.

## EMPLOYMENT GOALS

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**HR Assistent**  
**HR Coordinator**  
**HR & Administration**

I want to excel in this field with hard work, perseverance and dedication. I want a highly rewarding career where I can use my skills and knowledge for organizational and personal growth. I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

## ACADEMIC PROFILE

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**Al-Imam Muhammad Ibn Saud Islamic University**

Bachelor Business Administration, 2021.

- Honours with GPA 4.32 out of 5.