

Fatimah Faisal Dhneem

5761, Alzahra, Qatif, 32642

+966567720609

Fatimah.dhneem28@gmail.com

Objective

Getting the perfect position in a challenging environment to invest my personal experience. I am successful at maintaining meaning, flow and specific characteristics of original words when translating documents or spoken phrases. Also, an outstanding listening and communication skills with a methodical and systematic strategy.

EDUCATION —

King Faisal University -
Hasa
Bachelor's degree: English
Language, 01/2017

Work Experience

Customer care – Nakhla Information Systems Technology Company “Tamara”	07/2023 to 08/2023
Translator – Alfifa for General Services – Dhahran Aramco branch	02/2020 to 06/2023
Public Relations Specialist – Alfifa for General Services – Dhahran Aramco branch	07/2019 to 01/2020
Data Entry – Writer – Alzahra General Hospital – Qatif	12/2017 to 01/2018

KEY SKILLS —

Image Editing
Photography
Public Relations
Drawing
Document review
Strong verbal
communication
Self-motivated
Extremely organized
Communication skills
Motivational team player
Microsoft Office

Courses

- 1- Workshop in body language (2013).
- 2- English Language in the Workplace - Communicate in English (2016).
- 3- English Language in the Workplace - Be ready for the Labor Market (2017).
- 4- Executive Assistant series - Communicate Effectively (2017).
- 5- Travel Agent - Expand your Tourism Knowledge (2017).
- 6- Introduction to Microsoft Word (2017).
- 7- Introduction to Microsoft Excel (2017).
- 8- Introduction to Microsoft Outlook (2017).
- 9- Introduction to Microsoft PowerPoint (2017).
- 10- Executive Assistant series - Preform Beyond Expectation (2017).
- 11- Introduction to Human Resources Functions (2018).
- 12- Human Resources Administration (2022).
- 13- Certificate in Fundamentals of Digital Marketing (2023).

LinkedIn account

https://www.linkedin.com/in/fatimahf-faisal-1b966920a?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app

Languages

Arabic – Native
English – Excellent

Achievements

Translated Offer Application from English to Arabic, a discount app for Aramco employees.