

# Duaa Ibrahim Aljanabi

Diploma of  
Business Administration

## SUMMARY ▼

I am looking for a chance to apply what I have learned during my diploma study and trying to improve the organization by using new methods and techniques to enhance the work.

## CONTACT ▼

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- Qatif - Saudi Arabia
- 01 / 11 / 1997

## EDUCATION ▼

2018  
Diploma of Business Administration  
Imam Abduraman Bin Faisal University

## LANGUAGES ▼



## SKILLS ▼



## EXPERIENCE ▼

- Executive Secretary** Dec 2021 - Present  
*SAAB Bank*
  - Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for senior staff.
  - Receives incoming communication or memos on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
  - Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping.
- Sales Consultant** 8 Dec 2019 - 12 Dec 2021  
*Zain Company*
  - Marketing
  - Drafting Contracts
  - Collecting invoices from customers
  - Customer Service
  - Outbound
- Trainee** 7 Jan 2017 - 25 Jan 2017  
*Mouwasat Medical Series*

## TRAINING COURSES ▼

- 2021 • **Cybersecurity course** (approved by Ministry of Communications)
- 2021 • **The basics of cybersecurity for non-specialists.**
- 2021 • **Pre-sale services**, Future Skills - Ministry of Communications
- 2021 • **Soft Skills**, Future Skills - Ministry of Communications
- 2021 • **Data Security**, Zain Company
- 2018 • **Developing the skills of The insurance Marketer**
- 2017 • **Electronic Insurance Marketing**
- 2017 • **CPR Course**
- 2017 • **The concept of value added**  
Adobe Premiere Pro CC, Human Resources Management, Customer Service, Infographic, Secretarial & Office management, Linked in
- 2017 • **Credit Risk in Banks**
- 2017 • **How to conduct a Medical Search**
- 2017 • **Analyzing Banking Risks**
- 2017 • **Creating a work plan**
- 2017 • **How to Start a Small project**