# 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 -

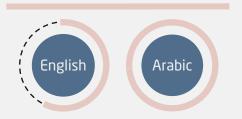
- **\$** +966 54 833 1168
- 🔀 DUAA-1418@hotmail.com
- 🖀 Qatif Saudi Arabia
- 🛗 01 / 11 / 1997

# EDUCATION -

#### 2018

**Diploma of Business Administration** Imam Abduraman Bin Faisal University

## LANGUAGES ¬



## SKILLS -



## EXPERIENCE -

#### Executive Secretary SAAB Bank

#### Dec 2021 - Present

- 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 CompanyMarketing
- Drafting Contracts
- Collecting invoices from customers
- Customer Service
- Outbound

#### Trainee

Mouwasat Medical Series

#### 7 Jan 2017 - 25 Jan 2017

## 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