



FATIMAH ALIBRAHIM

BUSINESS ADMINISTRATION

SUMMARY

NATIONALITY : SAUDI

Extremely motivated to constantly develop my skills and grow professionally.

I am confident in my ability to come up with interesting ideas for develop the work , and be a valuable member of the team .

EDUCATION

Bachelor degree in Business administration
Jubail university college
Graduation time : 2021 / Jun

COURSES



- 12C TO BUILD A BUSSINESS TEAM
- COMMUNICATION SKILLS
- UNDERSTANDING HUMAN BEHAVIORS



- CYBERSECURITY AND DATA PRIVACY
- INTRODUCTION TO ARTIFICIAL INTELLIGENCE
- WORKSHOP CREATE APPLICATIONS AND WEBSITES



- SECRETS OF ATTRACTING CUSTOMERS
- INTERNET MARKETING BASICS
- FUTURE PATH CAREER ESSENTIALS PROGRAM



- THE FUTURE OF WORK FUNDAMENTAL
- THE DIGITAL ACCOUNTING
- BASIC IN ACCOUNTING

SKILLS

COMMUNICATION SKILLS

MICROSOFT OFFICE

SAP PROGRAM

DIGITAL DESIGN

PROBLEM-SOLVING

ABILITY TO WORK UNDER PRESSURE

RESEARCH AND ANALYSIS

MULTITASKS

ONE 45 PROGRAM

EXPERIENCE

2022
APR-PRESENT

ROYAL COMMISSION HEALTH SERVICES PROGRAM IN JUBAIL " TAMHEER "

- Administrative specialist

work under Tamheer program at Royal commission health services program, on several office programs that are relied upon by the Royal Commission in general, and in particular the health services program, through my work as an administrative specialist, such as

- one 45 program
- the health services website of the royal commission website
- Microsoft office
- and more gain many administrative, work, and communication skills

- Secretary of the Manager of F.M

The manager's right hand

- work with most of the things the manager does.
- Accomplish and finish most of the tasks
- Dealing with trainees and clients.
- Finish all paperwork and official procedures such as correspondence, reports and letters.
- Organizing and distributing schedules and tasks then arranging them with the concerned authorities,
- Responsible for all software things by creating and organizing by using the one 45 program , Microsoft office and more

2021
JAN-APR

MINISTRY OF EDUCATION AT SECOND INTERMEDIATE SCHOOL

- Admin assistant

Work as Admin assistant in variety of departments the administrative

- communication and correspondence committee
- safety and security committee
- guidance and counseling committee
- agents section
- Examinations committee .
- school funds committee

- I gave 2 Courses for the administrative staff & the teachers

- Excel course

- Canva design app course

SOCIAL SERVICES

2014-NOW

QURAN CENTER

volunteer as administrator by work on variety of administrative activities

- Digital designer
- Team leader
- teacher
- Social Media Administrator
- Event management
- Executive Secretary

CONTACT



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RECOMONDITION LETTERS

Businesses administration

To Whom It May Concern

I am pleased to write this recommendation letter to Fatima Al-Ibrahim who worked as an administrator at Second Middle School, in Safwa. During a period of 3 months from 24/JAN / 2021 to 15/APRIL/ 2021 Fatima worked closely with me in many administrative procedures and works in several departments, Fatima was able to quickly integrate herself into the work environment. Fatima has impressed me as a very thoughtful, analytical, diligent and meticulous detective. Efficiently keeping everything well organized in her job, I found Fatima to be great. I took care of all the computer problems including hardware malfunctions and software installation. Fatima has found a smart and charismatic member of our school and has a perfect communication skills. She is a gentle and confident young woman. She was quick to help and always had an optimistic and lively attitude. It is a good discretionary with high ethical standards and excellent administrative and electronic skills. In conclusion, I would highly recommend Fatima without hesitation to any business that wants to vibrate with life.

Best Regards

the principal of school / Ms. Hoda Alghamde

خطاب توصية إدارة أعمال

الى من يهمه الأمر

بسم الله الرحمن الرحيم
السلام عليكم ورحمة الله وبركاته
يسعدني أن أكتب خطاب التوصية هذا لفاطمة صالح محمد البراهيم التي عملت كإدارية في المدرسة المتوسطة الثانية بصفوى. خلال فترة 3 أشهر، من ٢٤ - يناير - ٢٠٢١ الى ١٥ - أبريل - ٢٠٢١ عملت فاطمة عن كُتب معي في العديد من الإجراءات و الأعمال الادارية في عدة اقسام، وقد تمكنت من تكيف نفسها بسرعة في بيئة العمل. لقد أنارت إعجابي بإملاكها قدرة على التفكير والتطوير والابدع، وتميزها بالمتابعة و الدقة . وبكفاءة حافظت على كل شيء منظمًا بشكل جيد في وظيفتها، وجدت أن فاطمة كانت رائعة. لقد اهتمت بجميع متطلبات ومشاكل الكمبيوتر بما في ذلك أعطال الأجهزة و البرامج. لقد وجدتها عضوًا ذكيًا وجذابًا في مدرستنا و تتمتع بمهارات تواصل إجتماعية رائعة . إنها شابة لطيفة وواثقة وطموحة، كانت سريعة في المساعدة وكان لديها دائمًا موقف متفائل وحيوي. إنها تقديرية جيدة ذات معايير أخلاقية عالية و ذات مهارات ادارية و الالكترونية ممتازة . في الختام ، أوصي بشدة بفاطمة بلا تردد لأي عمل يريد ان ينبض بالحياة

كل التوفيق

قائدة المدرسة / أ. هدى الغامدي

CONTACT

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التوقيع / The sign

