

Sajedah Al-sumain

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PROFILE

Articulate, hard-worker, fast learner

EDUCATION

OCT 2011 – Jan 2017

Bachelor of business administration, King Faisal University – Hassa

GPA 3.28 of 5

Courses

- Human resource introduction 7/7/2017
- Information Technology 18/3/2018.
- Executive secretarial –Effective communication 17/7/2017.
- Introduction Excel 18/7/2017
- Team work and communication 18/3/2017.

SKILLS & LANGUAGE

- **Understand spoken information. (Excellent)**
- Speak clearly so listeners can understand. (good)
- Listen to others and ask questions. (Excellent)

- English Language. (Good)
- Write clearly so other people can understand. (Excellent)
- Understand written information. (Very good)
- Read and understand work-related materials. (Very good)
- Writing letters

Experience

Construction procurement supplier almost one year for privy EST

Procurement: Hard tools such drill, Water proof, Hordy , concrete, block , making agreement with suppliers and take the appropriate price after taking my manager admission .

Hobby

Embroidering, Reading novel and cooking .