Saudi Arabia

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**Marwah Haider Hasan AL-Sadah**

**Objective:**

To use my skills in the best possible way for achieving my goals, where can I exhibit my leadership abilities, and help better the office environment, gain further experience

**Education :**

2008-2010 Al-alamiah Institute for Computer & technology

**Personal Information :**

**Nationality :** Saudi

**Marital status :** Single

**Hometown :** Eastern Region / Safwa

**Experience :**

1/ I worked in Shehab shop for concert and hospitality in Qatif .

My work assignments were :

* Organization of bookings for weddings .
* Dealing with clients with flexibility and welcoming .
* Arrange for external coordination in the wedding halls at sometimes
* Reservation of hospitality from pastries and drinks for wedding .

 From May 9 to September 9 / 2017 For 4 months .

2/ I worked in Abayat Furniture in Al Khobar .

My work assignments were :

* Sales Officer in the Department of home accessories .
* Dealing with customers and asking them if they need any help buying .
* Arrange decorations to customers .
* Print commodity prices .
* Make a replanche of the existing items in the exhibition .
* Help other sections if they need help .
* I gained experience in SAP program where I was trained on it for month .

 From March 7 to June 6 / 2018 For 3 months .

3 / I Worked in Hodaithy International in Al Khobar .

As Executive Secretary .

My work assignments were :

* Coordination of office management activities.
* Arranging incoming and outgoing mail documenting, recording and numbering .
* Schedule meetings and arrange meeting rooms .
* Manage travel procedures and their schedule.
* Prepare confidential and sensitive documents and deal with them faithfully and faithfully
* Preparing the meeting agenda, following up its distribution and ensuring that it is delivered to the person concerned .

4 / At present

I Worked in ( GDC ) Gulf Desert Chemical Company .

As Sales Coordinator.

I Start work Since 6 / 10 / 2019 till now .

**Skills** :

* Language skills

Excellent in Arabic .

 Very good in Reading and spoken English .

* Computer skills .

 Good in Microsoft word, excel, access, power point, Visio

* Management skills .
* Planning and organizational .
* Creative .
* Energetic .
* Problem solving and decision making .
* Ability to work under pressure .
* Team player and Problem solving .

**Interests :**

Traveling , Swimming , Reading mysterious story , Discovery of all that is new in life .

**Community Activities :**

2006-2006 worked with Safa Charitable association of Safwa in a marriage festival .

**References :**

* Noriah Ali Al-Sadah

Mobile: 0567838281

* Jay Lomybao

Mobile: 0535632163