

# ZAHRA ALI ALBASHA

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Nationality: Saudi

Date of Birth: November 10, 1994

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## Operations – Administration – Human Resources – Logistic

### CAREER OBJECTIVE

Seeking for a job opportunity of Administration in business that utilizes my academic knowledge, communication and professional skills for the benefits of company. I would like to contribute in the development of organization with my skills and knowledge.

### EDUCATION:

**Bachelor of Art in Business Administration**  
Arab Open University - Dammam

2016 to 2020



**Intensive English Communication Courses**  
University of Wisconsin – Milwaukee, WI, United State

2015 to 2016



**Intensive English Program**  
English Language Center, Milwaukee, WI, USA, United State

2014 to 2015



### SKILLS

- Native in Arabic and fluent in English Languages
- Microsoft office
- Excellent written and verbal communication skills
- Ability to work under pressure
- Capability to use leadership and teamwork skills
- Understand how to use various tools for the effective management
- Able to take quick decisions
- Able to work effectively within team
- Outstanding presentation ability
- Extremely progressive and innovative
- Ability to develop executive development plans