

FATIMAH KHALID ABU ASYAH

B.S , BUSINESS ADMINISTRATION

CONTACT

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EDUCATION

B.S.BUSINESS ADMINISTRATION

• AUG, 2024

TAIF UNIVERSITY

❖ OVERALL GPA: FIRST HONORS
❖ GPA: 3.86 OUT OF 4

SKILLS & ABILITIES

- CREATIVE THINKING
- RECORDS SEARCH
- PROFICIENCY IN USING BASIC COMPUTER [MICROSOFT OFFICE]
- EXCELLENT COMMUNICATION
- ORGANIZED
- CREATIVE PROBLEM SOLVING
- EMOTI INTELLIGENCE
- TEAMWORK
- MOTIVATION

INTERESTS

LITERATURE
ENVIRONMENTAL
CONSERVATION
ART
READING BOOKS
ODAY A READER, TOMORROW A
LEADER LEARNIRNG

PROFILE

ENERGETIC PROFESSIONAL WITH HIGHLY RELEVANT SKILLS IN COMMUNICATION AND ORGANISATION, COUPLED WITH PROFICIENCY IN MICROSOFT OFFICE AND DATA MANAGEMENT. PROVEN ABILITY TO MULTITASK AND PRIORITISE WORKLOADS, ENSURING SMOOTH AND EFFICIENT OFFICE OPERATIONS. AIMING TO STREAMLINE ADMINISTRATIVE PROCESSES AND CONTRIBUTE TO TEAM PRODUCTIVITY.

EXPERIENCE

EMPLOYER MINISTRY OF HUMAN RESOURCES | JOB TITLE -
COOPERATIVE TRAINING
SAUDI ARABIA • MAKKAH, TAIF

I worked for three months at the Ministry of Human Resources and Social Development as an Administrative Assistant and Data Entry Clerk. During this period, I contributed to organizing files, entering and updating data in approved systems, and following up on administrative transactions with accuracy and efficiency. I gained valuable skills in teamwork, maintaining professional confidentiality, and working with government electronic systems.

CERTIFICATES

1. GOVERNMENT BROCHURE WRITING PROGRAM
2. DELIVERING QUALITY WORK WITH AGILITY [IBM]
3. INTRODUCTION TO PROJECT MANAGEMENT
4. MEETINGS [BRITISH COUNCIL]
5. RISK MANAGEMENT
6. INTRODUCTION TO ENTREPRENEURSHIP
7. SOFT SKILLS AND THE ART OF COMMUNICATION [IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY].

LANGUAGES

- Arabic native
- English medium