

NADA ALI ALGHAMDI

Taif, Saudi Arabia

0509493685

Nadaaligh22@gmail.com

PROFESSIONAL SUMMARY:

Recent graduate in business management I seek to Self-development and job acquisition in facility that seeks to develop its employees and work on upgrading the organization with my qualification, skills, and energies until I reach the goal that we aspire to.

EXPERIENCE:

Using Noor System

Intermediate School 22

EDUCATION:

Master's degree in: Business Administration

2022

Taif University

- GPA[3.53 /4].

Bachelor's degree in: Business Administration

2017

Taif University

- GPA [2.86/4].

SKILLS:

- Tact and ability to communicate effectively.
- Love learning and self-development.
- Achievement and flexibility
- Proficiency in the use of computers in office works.
- Tact and ability to communicate effectively.
- Adherence to working times and organization of priorities.
- Teamwork.
- Problem solving.
- Preparation and writing of administrative reports. .

COURSES:

- Preparation and application of the project's economic feasibility study
- Introduction to the role of digital transformation in institutional excellence.
- Project planning strategies.
- Use of computer applications in office works.
- Skills of preparing and writing administrative and technical reports.
- Human resources policies and procedures.
- Payroll preparation.
- English language.