

FAHDAH F. ALAMMAR

EDUCATION AND CERTIFICATIONS

Contact info:

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 Fahdah-alammar

Skills:

- Excellent verbal and written communication skills
- Ability to deal with customers
- Ability to work within a team and under pressure
- Ability to organize and supervision (build up through working time and volunteering)

Languages:

- Arabic – native
- English – intermediate

Training courses:

- Computer applications course
- Planning skills course
- HR Workshop
- Social responsibility Sessions

EDUCATION:

Public Relations Diploma - (2019- 2021)

Excellent grade (First Honor)

Imam Muhammed Bin Saud Islamic University, Riyadh

CERTIFICATIONS:

Real Estate Brokerage Certification (2022).

Saudi Real Estate Institution, Riyadh

Real Estate Marketer Certification (2022).

Saudi Real Estate Institution, Riyadh

PROFESSIONAL EXPERINECES

Freelance Real estate marketer (Full-Time) 29-08-2021 – Current

Self-employed

General Achievements:

- Executing different real estate transactions including (**Verdun Tower**).
- Training beginner real estate marketers.

Real estate marketer (Full-Time) 28-02-2021 — 29-08-2021

Levels Real Estate Company

General Responsibilities:

- registration for documenting unified electronic lease contracts between the landlord and the tenant.
- Marketing and property management
- Follow up with tenants and business owners
- Organizing and following up on contracts
- Supervising female employees
- Follow up on requests

Contract administrator (Full-Time) 2018 — 2021

Advanced electronic company

General Responsibilities:

- Perform all normal secretarial functions, filing, preparation of correspondence And memos and general data entry
- Maintain and update files
- Provide clerical assistance to department staff as needed
- Responsible for routing sections Documents to Concerned department/employees Including but not limited to reproduction photocopy of such documents

- Interface with other department on administrative matters
- Maintain speed and accuracy to operate in a highly efficient manner
- Act as reception for the department ensure cordial treatment of all visitors and Guests
- Performs ERP functions on validation and timely submission of program manager weekly project labor timecard and in charge of preparing corrective Action request (CAR) and preventive action request (PAR)
- Perform other related tasks duties and responsibilities as directed by supervisor/manager.

Data entry supervisor (Full-Time) 2016 - 2018

Gulf catering company

General Responsibilities:

- Saving data in correct manner.
- Reviewing the entry process to ensure that the data has been saved correctly.
- Securing entered data by various protection methods.
- Making any required amendments into data.
- Facilitating the data quires process to the users.

Call center supervisor (Full-Time) 2014 – 2015

Saudi electcracy company

General Responsibilities:

- Customer helping to overcome problems and answering their inquiries.
- Dealing with customers complaints by informing the relevant departments in addition to providing solutions.
- Customer satisfaction ensuring by maintaining the positive attitude and providing them the correct answers.

Secretary (Full-Time) 2012 – 2013

Alahmadiyah company

General Responsibilities:

- Answering calls, taking messages and handling correspondence
- Maintaining diaries and arranging appointments
- Typing, preparing and collating reports

Organizer (Event Organizer)

The 2nd International Conference of Endocrinology and Diabetes **9th – 11th**

Nov 2014

EVENT TROOP

The Annual Hospitality and Food Event in the Region **18th – 20th Nov 2014**

SAUDI HORECA

26th Scientific Conference of Saudi Heart Association **13th – 16th Feb 2015**

SAUDI HEART ASSOCIATION