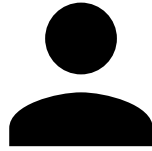


# SARAH ABDULLAH AL BAHILY

## PERSONAL INFORMITON



Date of birth: 10/19/1989  
Nationality : Saudi  
Kingdom of Saudi Arabia - Riyadh

## EDUCATION



**BACHELOR OF ADVOCACY AND MEDIA .**  
University of Imam Muhammad bin Saud | 2009 - 2013  
GPA 4,1 out of 5

**DIPLOMA OF COMPUTER APPLICATIONS .**  
University of Imam Muhammad bin Saud | 2011 - 2012  
Excellent Greed

**HIGHER DIPLOMA OF PUBLIC RELATION .**  
University of Imam Muhammad bin Saud | 2018 - 2020  
GPA 4,93 out of 5



## SKILLS

Team Working  
Planning and Organizing  
Proficiency in Microsoft Office  
Time Management



## LANGUAGES

Arabic - Excellent  
English - Good

## WORK EXPERIENCE



**NATIONAL COMPANY (NADEC) .**  
Training Coordinator , Training and Development Department | JAN2021 - Presnet .

- Maintaining training plans and updated records for Employees.
- Preparation and distribution of required documents for external and external training courses
- Provide monthly statistics to Training Department.
- Liaise with Training Provider to ensure the highest levels of service delivery are achieved.

## TRAINING COURSES



**Basic English 2**  
King's College London

**Basic English 1**  
King's College London

**Emotional intelligence with superiors and subordinates**  
Ethrai site approved by the Institute of Public Administration

**Building an effective organizational culture in an organization**  
Ethrai site approved by the Institute of Public Administration

**Change management**  
Ethrai site approved by the Institute of Public Administration

**Affiliation and institutional loyalty**  
Ethrai site approved by the Institute of Public Administration



## CONTACT

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