



HIBAH ALWABEL

Business Administration



Highly motivated business administration graduate seeking a generalist position where I can use my knowledge in business administration to carry out various responsibilities in functional areas such as business management, marketing strategy, Human Resources.

Language: English Arabic



Phone.
0504140725



Email.
Hibahh.alw10@gmail.com



Address.
Riyadh, Saudi Arabia

My Education

Business Administration

Al-Imam Mohamed Bin Saud
Islamic University

Graduae Year: 2019
Riyadh, Saudi Arabia

My Skills

Microsoft Office

Communication

Flexibility

Teamwork

Excellent conceptual and analytical skills.

Work Experience

AlJabhah Media Company | sep -2021 | present

ALJABHAH STUDIO'S Admin Officer and Purchasing Officer

- Issuance of Invoices.
- Upload Staff Data
- Tax Audit
- Managing Reservation Requests
- Managing Social Media Accounts

Perfect Presentation Company | Aug- Nov 2020

- Call Center Department
- Customer Service

Courses

AlThaqafi Center Higher Cultural institute.

- Data Analyst Course
- English Course