

Sara Albinali

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Objectives: Build a life in a big growing company where I can get the opportunity to prove my abilities by accepting challenges, fulfilling the company goals.

I have a strong believe that I will be very useful to the company and make difference to award the company prosperity and add value.

Education

2020 Advanced diploma in Business Administration – Finance track, Imam Abdulrahman bin Faisal University Dammam.

Experience

Student services officer, OxfordSaudia Flight Academy

1 Nov 2021/Present

Provide leadership to wide range of the student services which include:

- Directed, supervised, trained, and evaluated staff.
- Registration.
- Academic consulting.
- Prepared a student for examination develop their skills and behavior.
- Answer students concerned solving their problems.
- Events organizing team member.
- Work on Oracle.

Acting office manager of project management director, OxfordSaudia Flight Academy

13 Sep 2022/13 Oct 2022

- Preparing reports, presentations, and correspondence accurately and swiftly.
- Handle confidential documents ensuring they remain secure
- Dealing with incoming and outgoing correspondence and arranging them according to priorities.
- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.

Student services Assistant, OxfordSaudia Flight Academy

18 Jan 2021/1 Nov 2021

Training in Tareg Aljaafari Company.

31 Dec 2018 – 1 Feb 2019

Skills

- Communication skills.
- Negotiation and persuasion skills.
- Time and self-management.
- Microsoft word, PowerPoint, and Excel.
- Hard work.
- Flexible.
- Critical thinking and problem solving
- Analyzing and decision-making skills.
- Teamwork.
- Speaking both Arabic and English language.