

# Taima Abduljaleel Alsayegh

## PROFILE

I am a self-motivated person with proven management skills, hard-working and able to work in a fast-paced environment with a team and always open to learn more. Studying Global Tourism Business

## CONTACT



Eastern province



(+966) 509964522



taskaf36@gmail.com

## EDUCATION

**KING FAISAL UNIVERSITY, SAUDI ARABIA** 2012 – 2014  
Technology and office management Specialization



**SENECA COLLEGE, CANADA**  
Global Tourism Business specialization

2018 – 2020



## CERTIFICATION

- The Basics of Travel Insurance Certificate.
- Eligibility, Pre-Existing Condition Certificate.
- Exclusions and Limitations of Trip Cancellation and Interruption Certificate.
- Customer Service Gold - American Hotel & Lodging Association (AHLA) Certificate.



## SKILLS

- Arabic (native), Expert in English.
- Microsoft Office Programs (Word, Excel, PowerPoint, outlook).
- Leadership skills.
- Ability to work under pressure
- Problem solving / Multitasking
- Perseverance and motivation
- Teamwork
- Advanced reading and writing.
- Excellent organizational skills, able to set priorities, and responsive to customer requests.
- Excellent verbal and communication skill
- Able to provide high level customer service