

Dana Al-fadda

📍 Saudi Arabia - Riyadh
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📅 15/04/1994

○ CAREER OBJECTIVE

I have a serious desire to abating useful experiences and add them to my résumé and work to refine my talents and development to reach the best, which means social and functional stability, this is what I hope to achieve.

○ WORK EXPERIENCE

Alsalam Aerospace Industries – Technical Data Librarian – November 2019 until June 2020

Updated all book for the aircraft from (POD)

Nana Company –HR and operation - Septmber2019 until October 2019

- Calling clients to getting their feedback and update the daily report.
- Preparing and sorting documents for data entry
- Gathering invoices, statements, reports, personal details, documents and information from employees, other departments and clients.
- Responding to information requests from authorized members
- Enters customer and account data by inputting alphabetic and numeric information



Trainee

I have trained at the primary school in Princess Norah Bent Abdulrahman University - (2) Months

○ EDUCATION AND TRAINING

Diploma degree

Department of Human Resources – Chamber of commerce

Bachelor degree

Collage of Education - Psychology Department
Princess Norah Bent Abdulrahman University
GPA: 4.11 \ 5.00



Customer Service course - (50) Hours

ESL - English as a Second Language Program

I have studied English course at Edmonds Community college in USA for (9)months.



○ SKILLS

- Computer and technical skills.
- Organizational and time management abilities.
- Administrative skills.
- Communication (written and verbal)
- Customer Service.
- Accuracy and attention to detail.
- Multi-tasking.
- Preparing reports, letters and labels for mail-outs.
- Working to deadlines

○ LANGUETS

- Arabic: Fluent
- English: Intermediate