

# KHOLOD ALOTAIBI

## Small business management

### PERSONAL PROFILE

I am looking for a full-time job in order to enhance my skills and gain more experience and knowledge.

### CONTACT DETAILS

Mobile: 0566744304

Wd-alotaibi@hotmail.com

Date of Birth : 20/12/1997

Dammam, 91 , Bader

### SKILLS AND ABILITIES

- Public Relationship
- Strong communication skills
- Fast learner
- Team player
- Hard-working
- Motivated and dedicated

### COURSES:

- PUBLIC RELATIONSHIP
- SAFETY AND OCCUPATIONAL HEALTH
- SECRETARIAL AND OFFICE ADMINISTRATION
- COMMUNICATION SKILLS
- IT SKILLS
- TIME MANAGEMENT SKILLS
- MARKETING

### EMPLOYMENT HISTORY

#### On Job Training 6 Months

Alujan Company ( HR Department )

National Guard Hospital ( Training and development department )

- Hire Employee and contact them
- Data Recording
- leadership
- Organizing an event, Coordinating , Planning

#### Alshaya International Trading Co ( Sale Associate ) 1 Year and 4 months

I worked there for 1 year and half started Sep 2018 until Nov 2019

- Greet customers in a friendly and polite manner
- Keep an eye on inventory levels and restock shelves as needed
- Educate the customer about current promotions and advertisements
- Ring up customers at the cash register, take payment, and issue receipts
- Stamp, mark, tag prices on merchandise

#### Data Entry at DHL ( Translator ) 1 Year and 5 months

- Check data and correct data if necessary
- Get more information about incomplete documents
- Update data and delete unnecessary files
- Copy information to the electronic format to obtain information and access relevant files

### ACADEMIC PROFILE

Technical College at Alkhobar ( ILE )

DIPLOMA IN SMALL BUSINESS MANAGEMENT GRADUATED IN 2018

I GOT B1 IN CAMBRIDGE ENGLISH