

Elham AbdulAziz Aldubaikel

E-COMMERCE | GRAPHIC DESIGNER
DATA ENTRY

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I like to Learn New skills everyday .

EDUCATION

- Marketing diploma From Abdulrahman Bin Faisal university (IAU) (College of community service)
03/2002 - 05/2005 GPA : 3.44












COURSES:

- Microsoft office
- English language
- Windows support
- Basic of networking and of windows operation course
- Imotional intelligence program (20 hours)
- How to produce creative ideas program (12 hours)
- Diploma of family councilor preparation first level(20 hours)
- N.L.P Diploma
- How to plan your life (15 hours)

WORK EXPERIENCE

- Online store 2019 - 2021 (dropshipping + e commerce)
- Freelancer 2018 - 2021
fiverr - upwork - freelancer - mostaqil - bahr.910ths - teleworks.sa
- Dammam academy school
Student guide - school activities teacher - Marketing and participation in Dhahran expo
03/2009
- organizing a training and delovopment courses (arqa center)
04/2007

SKILLS

- Handle with windows , OS operation system 
- Data Entry : (Fast Typing + Copy Typing) 
- English language 
- TRANSLATION : English To Arabic \ Arabic To English . 
- Graphic Design (photoshop) 
- Poster Design - Infographic 
- Photo Editing - Background Removal, Effects , Filters , Resizing .. 
- Communications Skills. 
- dropshipping (P.O.D) Print on demand 
- Affiliate Marketing. 
- Flexibility in problem solving teqhnic 

ONLINE COURSES

- English conversation skills .
doroob.sa
- Introduction to Graphic Design .
doroob.sa
- Human resource tasks introduction .
doroob.sa
- Information technology in the workplace .
doroob.sa
- Digital marketing .
- Fundamentals of Electronic Retail and Supply Chain.
doroob.sa
- Introduction in Cybersecurity .
techcampus.com
- Encryption in Arabic
techcampus.com
- Self building series .
doroob.sa
- E-commerce: supply chains
doroob.sa