



FATIMAH ALBASHRAWI

BUSINESS MANAGEMENT

CONTACT

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PROFILE

Through my pervious jobs and my humble experience, I describe myself flexible at work, I have the ability to learn quickly, I'm able to deal with customers, work long hours and have the desire to gain new skills and experience to develop myself as a member of the society and as part of your wonderful team. I'm happy to make use of my work skills with you.

EXPERIENCE

PHOTOGRAPHY ASSISTANCE

SONDOS STUDIO | 2015- 2018

My work revolved around installing and adjusting photography equipment, dealing with customers, and responsible of taking photos.

MOVIE SUBTITLE TRANSLATION

BLUE MOON | 2016

I volunteered at a website for translating movies and shows from English to Arabic. Through it, I learned a lot of vocabulary in both languages, the context of sentences and how to translate them, setting the timing of translation and synchronization it with the audio, and working in a team.

EDUCATION

DIPLOM OF BUSINESS MANAGEMENT

LINCOLN COLLEGE INTERNATIONAL (LCI) | 2018 - 2021
GPA: 4.65

SKILLS

- IT
- Communication skills
- Customer service
- creative writing
- Teamwork
- social media management
- accounting "Xero"
- Graphic design

COURSES

SECRETARIAL AND ADMINISTRATIVE WORK

AL-MANAMEEN COMPANY

2021-04-13 - 2021-04-11

ADMINISTRATIVE SUPERVISION

ETHRAI

2020