



# Soaad Abdullah Alhabrdi

## Personal information

**Name**

Soaad Abdullah Alhabrdi

**Nationally**

Saudi

**Mobile number**

0536355091

**Email**

soaad.hbd@outlook.com

**Date of birth**

9/6/1986

**Marital status**

single

## Language

- Arabic
- English



## Objective

- Development and skillfully job performance
- Contributing to the achievement of work
- Rapid delivery
- Gaining skills and experience and self-development
- Achieve job,psychological and economic security,as having a job achieves these objectives
- Join a professional and high-level teamwork
- Get more administtrative responsibility's to develop my manageril and practical skills



## Educational Qualification

**- Bachelor of Arts**

Alqasim University

**- Post-Graduate Diploma**

Majmaah University

Human Resources Management

GPA:4,90

Year of Graduation:2020



## Experiences

**Job:** Maketing Specialist

**Company:** BCD ARAB COMPANY

**Date:** from 23/3/2017 to 27/6/2019

**Duties:** Handle office tasks such as,manage calendars to schedule appointments and meetings,prepare reports and presentations, carry out administrative duties such as filling,typing,copying,binding,scanning.



## Skills

- Attention to Detail
- Time management
- Writing skills
- stress management
- Analytical thinking
- emotional intelligence
- problem solving
- decisions-making