

# Sarah Almazroa

administrativr trainee.

✉ Riyadh

☎ +966550040579

📍 Sarhmaz@gmail.com

## Summary

Highly motivated and positive individual with great organizational and communication skills. provide thorough answers and solutions and building a career in the area of the business management. Seeking opportunity to work under a tight deadline. Committed to solve problems and apply extensive analytical knowledge to the findings. Adept at multi-tasking, leading group discussions and management .

## Professional Skills

Communication skills  
Team work

Time management

Editing

## Work experience

### **Fursan Travel**

#### **Administrative Trainee**

10/2018 - 12/2018

### **Bab Rizq Jameel**

Administrative Trainee

09/2018 - 10/2018

### **Bunyan Charitable Society**

Student Volunteer

02/2018 - 03/2018

## Education

### **Al-Gurayat Chamber of Commerce Training and Development Center**

2019 - 2020

Diploma, International Electronic Commerce

### **King Saud University**

2017 - 2019

Diploma, Marketing

## Certificates

2021	IELTS Test (5.5)
2020	Cambridge English PET Course
2020	Management planning
2020	Social Media Marketing
2020	Human Resources
2020	Digital Marketing