

# SUKAINAH ALAJMI

EASTERN - DAMMAM · 0542180683

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JOINING A WORK ENVIRONMENT THAT ENABLES ME TO SEEK TO DEVELOP MY SCIENTIFIC AND PRACTICAL SKILLS, CONTRIBUTE TO SOCIETY SERVICE, GIVE THE BEST RESULT FOR ADVANCEMENT AND RISING, GAIN NEW EXPERIENCE, BEING AN EFFECTIVE MEMBER AND PRODUCT TO ACHIEVE SUCCESS AND IMPROVEMENT IN DEVELOPING AND RAISING THE AFFICIENCY OF THE WORKPLACE.

## EXPERIENCE

**JANUARY 2023– UNTIL NOW**

**ASSISTANT MANAGER**, SHAFT AUTOMOTIVE ENGINEERING

- \*COORDINATE DAILY CUSTOMER SERVICE OPERATIONS (SALES PROCESSES, ORDERS AND PAYMENTS)
- \*COMMUNICATE WITH CUSTOMERS AND EVALUATE THEIR NEED.
- \*SCHEDULE AND COORDINATE APPOINTMENT
- \*PREPARING INVOICES TO THE CUSOMERS.

**JANUARY 2022 – APRIL 2022**

**SECERTARIA**, SAUDI ARAMCO (COOP)

- \*RESPONDING CALLS MANAGERS
- \*SCHEDULE MEETING ON SKYPE
- \*PREPARING VACATION MANAGEMENT
- \*PREPAIRN WEEKLY HIGHLIGHTS.

**FEBRUARY 2017 – MAY 2017**

**RECEPTION**, SAIHAT DENTAL CLINIC

- \*SCHEDULE APPOINTMENTS FOR THE PATIENTS.
- \* PREPARING PATIENT FILES
- \* ENTERING PATIENT INFORMATION TO THE SYSTEM
- \* PREPARING INVOICES FOR THE PATIENTS.

## EDUCATION

**FEBRUARY 2019 – 2022**

**BUSINESS ADMINISTRATION**, INTERNATIONAL TECHNICAL COLLEGE.

GPA: 4.6 OUT OF 5

- COMPUTER CERTIFICATE PROVIDED BY OXFORD.
- PET AND CBT TEST EXAM.

**JANUARY 2016 - 2019**

**COMPUTER SCIENCE MAJOR**, IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY.

I studied for three years with the foundation year, but I did not complete the study until graduation

## **SKILLS**

- EFFECTIVE COMMUNICATION.
- MICROSOFT OFFICES WORD, EXCEL, POWERPOINT
- THE ABILITY TO COMPLETE TASKS ON TIME
- PROBLEM SOLVING
- THE ABILITY TO LEARN NEW
- FLEXIBILITY

## **TRAINING CURSES**

- EFFECTIVE COMMUNICATION WITH CLIENTS.
- AN INTRODUCTION TO THE HUMAN RESOURCES TASKS.
- PERSONAL PRODUCTIVITY.  
(PROVIDER OF THE COURSES: DOROOB).
- SECURITY SYSTEM SUPPORT TRAINING.
- COVID-19 WORKPLACE PREPAREDNESS.
- MY DEVELOPMENT PLAN.
- MAY 2021 TRAFFIC SAFETY QUIZE.  
(PROVIDER OF THE COURSES: SAUDI ARAMCO).
- PERFORMANCE MEASUREMENT.
- INNOVATION AND CREATIVITY.
- CAREER MANAGEMENT.
- BUSINESS PLAN DEVELOPMENT.

## **LANGUAGE**

**ARABIC:** \*\*\*\*\*

**ENGLISH:** \*\*\*\*