

Shatha Rizqallah Aldaadi

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City: Makkah

Objective

Getting a job opportunity in a field in which I can develop, add, and use the skills acquired from study and work and to benefit the community and the institution in which I will work.

College Training

16/6/2019 – 1/8/2019

Training in Holy Makkah Municipality

Studies and Designs Department

- Create a presentation for the meeting
- Writing weekly reports
- Organize files for easy access and write notes during the meeting
- Classifying companies according to the best and choosing the most suitable company for the project

Training in Park in Hotel

Accounting Department

24/6/2018 – 26/7/2018

- Checking employees' absence records
- Comparing bills
- Method of employee salaries disbursement

Sales Department

- Welcoming the customer
- Giving him more than one offer to choose the most suitable for him in terms of price and the best for him.

Human Resources Department

Managing employee paper and electronic files and setting passwords to keep them

Education

Diploma Degree in Small Business Management from International Technical Female College at Makkah

Skills

- MS Office – Word, Excel and PowerPoint
- Communication skills
- Flexibility to work
- Team work
- English

Courses

- Project management professional
- Time management
- E-marketing at the lowest costs
- Reports preparation
- The concept of application of ISO 9001 and risk management course in the government sector
- Meeting management