

WEJDAN ALSADOON

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SUMMARY

Highly competent fresh graduate with knowledge of data analytics and Information. excellent in problem solving, communication and data management.

EDUCATION

IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

Bachelor of Science in Mathematics (Statistics) - 2024

GPA: 4.12/5

EXPERIENCE

HR Intern

SHADE CORPORATION LTD

- Assisted in recruitment processes including CV screening and interview scheduling
- Supported employee onboarding and documentation procedures
- Maintained and updated employee records and HR databases
- Helped manage attendance, leave tracking
- Participated in organizing training sessions and internal HR events

INTERSHIP- PROCUREMENT DEPT

Al Ittefaq Steel Products Co

- Reviewing purchase orders and shipping documents to ensure accuracy.
- Coordinate transportation of goods for suppliers to ensure prompt shipping.
- Ensure that the quality of services provided meets the company standards.
- Address the shipment details through SABER Platform for customer clearance and approval certification.
- Reporting the customer declarations for all shipments.
- Reviewing contracts and create PO\PR based on the need and budget.
- Assess the supplier performance throughout a year of service.
- Conduct regression analysis for future prices.

SKILLS

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|------------------|--------------------|-----------------------|
| • Data Analytics | • Microsoft office | • Team work |
| • Power-Bi | • Time management | • Analytical thinking |

COURSES

- Principles of Financial Accounting- Adjustment Entries And Financial Statements Preparation
- Cybersecurity
- Conversational English Skills
- Data Analysis Course at KFUPM

LANGUAGES

- English
- Arabic