

Manar Ali Aldareesy

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Objective

I am seeking an opportunity in a professional and collaborative environment where I can improve my skills, gain practical experience, and contribute effectively to business success through teamwork and continuous development.

Education

Bachelor's Degree in Economics and Consumer Sciences

King Faisal University (2021 - 2025)

Cumulative GPA: 4.43 / 5

Professional Experience

Cooperative Training - Al-Ahsa Municipality

Duration: August 21, 2024 - February 21, 2025 (6 months)

Position:

- Secretary to the Director
- Customer Service Representative
- Administrative Assistant

Main Responsibilities:

- Drafting reports and official letters
- Archiving data and documents
- Analyzing and processing information
- Preparing business activity reports

Training and Courses

- Data Analysis Using Excel
- Sales and Marketing
- Procurement and Stakeholder Management
- Preparation of Technical and Financial Proposals
- How to Market Your Project Professionally
- Feasibility Studies for Small Projects

Skills

- Data analysis
- Data entry using Excel
- Preparing official letters
- Good computer skills
- Data archiving
- Information indexing
- Customer service
- Proficient in Microsoft Excel
- Strong communication and teamwork skills
- Excellent research and analytical abilities
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Ability to work under pressure and meet deadlines

Languages

- Arabic: Native
- English: Good