

# ALMAHA ALSAYEL



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- Saudi
- Dammam
- Single

## EDUCATION

### Bachelor of Sociology and social work

Imam Abdulrahman Bin Faisal  
University 2014–2019

## EXPERTISE

- Negotiation
- Critical Thinking
- Communication Skills
- problem solving
- Quick learning

## TECHNICAL SKILLS

- Operating System: Windows
- Database : Oracle , JD edwards

## LANGUAGE

- English
- Arabic

## PROFILE

Graduated in 2019 with Sociology and social work from Imam Abdulrahman bin Faisal University. Interested in social work field because it helps to understand the human being and the way to deal with him, and this helps my communication skills with others and forming relationships I seek to develop, train and gain professional and knowledge experience

### Administrative assistant

#### At Ibrahim Al-fares Holding Co.

Jul 2022 – Jan 2025

- Managing all general accounting operation
- Carrying out administrative task, preparing reports, working on fixed assets.

### Secretarial and Purchasing Specialist

Jan–Jun 2022

#### At Ibrahim Al-fares Holding Co.

- Working with the wider development team.
- preparing sales orders and weekly reports for any upcoming delivery
- Organizing purchase order
- Knowledge of SASO saber
- Prepare customer quotations, prepare sales order checklist

### Training and Volunteering

#### Training at Saudi Germany Hospital in Dammam

Jan 2021 to jul 2021

- as a customer service specialist

#### Volunteering at Family and Community Medicine Center

- Volunteered as Social work specialist and coordinator for Health Campaigns

Aug2020–Jan 2021

### Relevant Coursework

- TOT Certificate from Technical and Vocational Training Corporation
- Human Resources Management certificate from Technical and Vocational Training Corporation
- Saudi Labor System – Learning Labor Laws certificate from Technical and Vocational Training Corporation
- Executive Secretary at The Make Skills.