

Salma Almarhoon

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Nationality: Saudi

Location: Eastern Province

- **Profile:** English literature graduate who seeks to secure a challenging position in a reputable organization to expand & utilize my knowledge, skills, and abilities.

- **EDUCATION**

Bachelor of Arts, English literature, Imam Abdulrahman Bin Faisal University-Dammam 2022

- **EXPERI**

-Operations Executive at NATCO Logistics services company from 9/2024-5/2025.

- * Oversee daily operations
- * Reporting & analysis
- * Process improvement
- * Customer service support

-English teacher at (AZC) english center from 1/2024- 4/2024.

- * Deliver personalized instruction
- * Assess student progress
- * Exams preparation

- **EDUCATION**

- **Volunteering**

As an assistant in a children's clinic (HEALTH ME) for one month.

- **SKILLS**

Excellent oral and written English/Arabic

Quick learning

Diligent and cooperative in teamwork

Competent

Leadership skills

