

Zainab Khalil Aluzaib

Phone: +966546582466 | Email: zzaiinab.19@gmail.com

Location: Khobar, Al Amwaj | Date of Birth: 02 Sep 1999

Nationality: Saudi Arabian

Career Objective

- Motivated Small Business Management graduate with strong organizational, coordination, and customer service skills. Seeking an administrative role to support team efficiency and contribute to achieving organizational goals.

Education

- Higher Diploma in Small Business Management - Lincoln College, GPA: 4.12 / 5 - Very Good, First Class Honors
- Diploma in Public Relations - New York Academy, GPA: 100 / 100 - Excellent

Training Experience

- Administrative Assistant | Customer Service | Data Entry, Al-Madar Language Institute - 3 Months
- Handled incoming customer calls and identified client needs to provide appropriate solutions
- Responded to customer inquiries and resolved issues in a professional and timely manner
- Prepared official correspondence, reports, and presentations
- Utilized Microsoft Office applications (Word, Excel, PowerPoint) for administrative tasks

Skills

- English - Intermediate (able to communicate effectively in professional settings)
- Multitasking and efficient time management
- Data analysis and reporting
- Strong communication and interpersonal skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Preparing professional reports and official correspondence
- Ability to prioritize tasks and work independently

Training & Courses

- Computer Basics - New York Academy, 1 month
- Marketing Fundamentals - New York Academy, 1 month
- English Language - New York Academy, 1 month
- Microsoft Excel - Droob, 6 hours