

Shaimaa Ahmed AlKedewi

☎ : 0566051163

✉ shaimaa0546@gmail.com

📍 Al Fayhaa District, Saudi Arabia

"Saudi nationality"

Career Objective

A fresh graduate with a degree in Public Administration, specializing in Organizational Development and Administrative Management. I am seeking a challenging position where I can utilize my leadership skills, problem-solving abilities, and administrative knowledge to contribute to organizational growth and development. I am highly adaptable and eager to take on responsibilities in diverse environments.

Education

Bachelor of Public Administration (Specialization: Organizational Development and Administrative Management)

Faculty of Economics and Administration, 2024

"King Abdulaziz University"

Work Experience

Sales Representative

Der3a Trading Company | Saudi Arabia | 2021 - 2023

- Assisted customers in selecting products, increasing sales revenue by 15%.
- Processed transactions efficiently and handled customer inquiries professionally.
- Managed product displays and ensured store organization.

Sales Associate

Cavak International - Caramel Bath & Body | Saudi Arabia | July 2023 - September 2023

- Provided exceptional customer service by offering product recommendations tailored to customer needs.
- Assisted in maintaining inventory and ensuring timely stock replenishment.
- Supported in store setup and merchandising.

Training & Certifications

- Customer Service Skills
- Excel Dashboard Control
- Leadership Skills
- Principles of Management and Organization
- Evaluation of Community Development Programs
- Sales and Marketing
- Effective Leadership and Management

Skills

- Technical Skills:**
 - Proficient in Microsoft Office (Excel, Word, PowerPoint)
 - Strong knowledge of Excel for data analysis and reporting
- Languages:**
 - English: Intermediate
 - Arabic: Native
- Core Competencies:**
 - High communication skills
 - Leadership and team collaboration
 - Problem-solving abilities
 - Adaptability and quick learning
 - Ability to work under pressure