

Yasmin Alyahya

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KSA, Qassim

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OBJECTIVE

A motivated and detail-oriented Business Administration graduate seeking an opportunity to apply my skills in project management, customer relations, and strategic planning. I am Passionate about contributing to a dynamic work environment, enhancing operational efficiency, and driving organizational success through strong leadership and analytical abilities.

EDUCATION

Bachelor's Degree in Business Administration

Qassim university

- thesis on "organizational commitment and its impact on the work values of university employees".

EXPERIENCE

Fluent Company - Training

Apr 2025 - Jul 2025

General Supervisor

I coordinated tasks among the trainees, supervised and led them, prepared future training plans for the next batches, worked to solve the problems facing the trainees, presented them to management, and submitted daily and weekly reports to management. I also coordinated, prepared and supervised personal interviews for the trainers, in addition to conducting a mini-feasibility study for the extended branches

Abdulrahman Retail Corporation Limited

Jan 2017 - Nov 2020

sales executive

Led and represented the company's sales operations, managing customer relationships and resolving client issues to ensure satisfaction and retention. Directed sales orders and inquiries directly to the Sales Manager, ensuring efficient processing and timely execution. and engaged with clients to understand their needs,

COURSES

- Financial Analysis, Babson College, Jun 2023 - Sep 2023
- Financial Accounting Track, Droop cooperation with the Ministry of Finance
- Human Resources Track, Human Resources Development Fund HADAF
- Customer Service - Professional Interaction, Human Resources Development Fund HADAF

SKILLS

- Project management
- Customer relations
- Leadership and teamwork
- Microsoft Excel and Microsoft Office Suite
- Organizational skills and strategic planning
- Time management

LANGUAGE

- Arabic
- English