

SARA AHMED ALI AL-GHAMDI

PHONE: +966 542789341 EMAIL: Sara.alhazaa@hotmail.com DATE OF BIRTH: 23/10/1997 ADDRESS: Jeddah

OBJECTIVE

I aspire to join a professional work environment that allows me to prove my abilities and capabilities in accomplishing the tasks and responsibilities entrusted to me efficiently and effectively. I also have a passion for learning and development. I always strive to broaden my horizons and acquire new skills with a commitment to give my best in every mission, believing in the importance of teamwork to achieve a prosperous future for all.

EDUCATION

- **Bachelor of Law**
 - King Abdulaziz University
 - GPA: 4.71 out of 5
 - Excellent with second class honors
 - Graduation Year: 2021
- **Diploma in Business Administration**
 - Noor Business Academy | Currently Studying
 - Study in English Language

EXPERIENCE

- **Alshaya Group**
 - Senior Sales - for 9 months
- **Wataniya Company**
 - Sales - for 3 years
- **Al-Jammal Company**
 - Sales - for 6 months
- **Dr. Moaiad Elyas Clinics Complex**
 - Receptionist - for 8 months
- **Dior Boutique**
 - Freelancer - for 7 months

COURSES

- Virtual Court.
- Basics of writing memos and regulations.
- The art of studying the case file.
- Rights and duties of the patient-practitioner and the health practitioner.

SKILLS

- Proficiency in computers and Microsoft programs.
- Organization, time management, and ability to set priorities.
- Excellent negotiation and persuasion skills with clients.
- Ability to build relationships and communicate effectively.
- Creative thinking and problem-solving ability.
- Work under pressure and adapt to new work environments.
- Speed of learning and accuracy in completing tasks.
- Discipline, respect for work laws, and taking responsibility.

LANGUAGES

- **Arabic:** Native
- **English:** Intermediate level