

Wijdan Fahad Almannaa

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EDUCATION

Almajmaah University | *Bachelor's in English language.* Saudi Arabia, Almajmaah | 09/2017 - 05/2021

- Cumulative GPA: 4.18/5.0

The 1st Secondary School in Tumair.

Saudi Arabia, Tumair | 08/2014 - 06/2017

- Cumulative GPA: 97%

PROFESSIONAL EXPERIENCE

Saudi Biotechnology Manufacturing Co | *Packaging Operator.*

04/2023-NOW

- Responsible for operating and performing machine start/ups on time, performing machine change covers and troubleshooting for day-to-day different machine issues including machine maintenance.
- Participate actively in deviation investigation (RCA) and report if found any deviation in a timely manner, document all performed activities on BPR and complete all relevant documents on time.
- Track, check and update all incoming and out coming documents.
- Update all the activities and area logbooks as per the GMB requirements.
- Training the new employee if required.

Almanhal Schools | *English teacher.*

10/2022-01/2023

- Coordinate and develop the weekly lesson plan in. close collaboration with student's parents to ensure alignment and effective engagement.
- Utilising a diverse range of instructional method to ensure effective comprehension for all students.
- Providing comprehensive support and kindness to all student in both their academic and social development.

Boston Oncology, LLC | *Packaging Operator.*

09/2021-02/2022

- Responsible for starting and resetting the machine before the batch.
- Supervising the production process.
- Operate packaging machine/ line to deliver daily production output as per the production plan with quality and safety.
- Managing the production daily documents.

Almajmaah University | *English teacher.*

02/2021- 05/2021

- Coordinate and manage the weekly scheduling of students plans.
- Develop engaging strategies that promote students' participation.
- Facilitate essential English language skills through easy and interesting classroom discussions.
- Utilise learning materials that highlight diverse voices and perspectives.

LEADERSHIP AND ACTIVITIES.

Community Service | *Organising committee Member*

- Each year the school planned to hold an open day about an important topic and all the profits are sent to charitable donations. 7-12th grade

Community Service | *Team leader*

- sent by the school to our local hospital to attend an event about the awareness of diabetes, then rearranged the same event in school specifically for the student. 11th grade

Environmental Community Service (Volunteer) | *Team leader*

- Yearly school event discusses the importance of preserving the environment. The Organising committee encouraged the student to plant more trees. And take care of them throughout the whole year. My team were responsible about the front yard. 11th grade

ACCOMPLISHMENTS AND ACHIEVEMENTS

- The importance of activity classes and discovering the student's scientific and professional talent and tendencies | *scientific research* 2020-2021
- Entrepreneurship | *small business owner.* 2018
- Effective communication skills | *Assistant* 2018
- First aid | *medical license* 2017
- Developing of speaking workshop | *Assistant* 2017
- Art exhibition in Almajmaah city | *painting* 2014
- Ideal student of attendance and manners | *member of the Organising committee.* 2014-2015-2016-2017

SKILLS

- Creative
- Fast learners
- Communication skills
- Teamwork
- Computer skills
- Administrative skills
- Leadership skills

INTERESTS

- Visual art.
- Digital art.
- Photography.
- Animation.
- Graphic design.
- Interior design.

- Product and fashion design.
- Accounting.
- Marketing.
- Entrepreneurship.
- Creative writing.

COMPLEMENTARY COURSES

- First aid | *medical license* 2017
- Chinese language | *Beginner* 2017
- Excellence and leadership workshop. 2017
- Entrepreneurship workshop. 2017
- Developing communication skills. 2017- 2020
- Developing listening and speaking skills. 2017
- Plagiarism in writing research. 2020
- Basics of scientific research. 2020
- Basics Excel program. 2021

LANGUAGES

- English | fluent
- Arabic | native language
- Chinese | beginner