

SAHAB ALBELADI

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Business Administration

OBJECTIVE

Seeking a position that full of challenges in a company of a good reputation to help me to expand my knowledge ,develope my skills ,what I've learned and to enhance my knowledge in business world in a professional environment to creat a successful career path.

EDUCATION

BACHELOR DEGREE- TAIBAH UNIVERSITY – MEDINAH

2016 - 2020

Bachelor of Business Administration – Management.

WORK EXPERIENCE

PUBLIC RELATIONS ASSOCIATIONS DEPARTMENT IN TAMKEEN

PROGRAM :

09/2019 – 12/2019

MINISTRY Resource and Social Development (Internship) -

MADINAH, SA

- Creating data base for Tamkken program beneficiaries.
- Participate in the department activities and involved with team responsibilities.
- Archiving documents and files every day.
- By using Excel , creating a lists for the ministry visitors.
- Answering the visitor's inquiries by phone.
- Contact educational institutes to settle their issues.
- Contact with courses organizer to issue certificates.
- Getting Tamkeen program beneficiaries data.
- Attracting talents for vacancies.

09/2022 - 02/2023

National Water Company, PIF Subsidiary Executive Secretary :

Administrative Assistant (Tamheer Program) - MADINAH, SA

- Participate in developing the administrative tasks of the department.
- Review data before submitting it to the project manager.
- prepare minutes of meeting for the department meeting.
- Planning meetings and agendas.
- Reports, and letters writing.
- Follow up open requests and inquires until resolution is completed.
- Developing communication between departments.
- Prepare an Excel spreadsheet to follow up on management tasks and update it on a daily basis.

02/2024- 05/2024

Prince Mohammed bin Abdulaziz Airport (Customer Service)

- Assisting - supporting Airport multi nationalities passengers and inspecting the documents .
 - Resolving clients (passengers) pending issues and complaints - inquiries efficiently.
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SKILLS

- Teamwork - Time Management - Microsoft Office - Communication skills.
- Event management - Quick learner

COURSES

- Project Management Professional (PMP)
- Data Analysis Using Microsoft Excel
- English Language - Elso Academy
- Human Resources Management
- Quality Management