

SHATHA QUHAF

Jeddah, Saudi Arabia | +966-543488744

shatha.q@hotmail.com

Objective

I am seeking a new opportunity as a Business Administrator or any related position.

In a high quality Administration environment where my personal skills will add a value to Organization operations.

Education

Bachelor of Business Administration.

Graduated at May 2018 from Umm Al Qura University, Saudi Arabia.

Experience

Saudi Industrial Tools Company (SITACO), Jeddah SA

- Electronic sales coordinator | Jan 2019 to Present.

Junaid Perfumes, Jeddah SA

- Sales | Oct 2018 to Dec 2018.

Saudi Arabian Airlines, Jeddah SA

- Collaborative training in three department:

Reservation Management, Guest Relations, Financial Management | Jul 2018.

Certifications

- | | |
|--|--|
| • Digital Marketing for Tourist Destinations From the Ministry of Tourism. | • Public Relation and Corporate Communication Management From the Ministry of Tourism. |
| • Communicate Effectively with Customers. | • Career Interviewing Skills. |
| • Saudi Labor Law. | • Employee Ethics Work |
| • Feasibility Study. | • Exhibition Islamic Culture. |
| • Course of the Oxford English & Business Academy. | • Course of Microsoft Access. |
| • The Ten Habits of Successful Personality. | • A Better Marketing |
| | • Steps Confident Towards Creativity and Excellence Study. |

Skills

- | | |
|---|------------------------|
| • Proficient in Microsoft Office Tools such as Word, Excel, PowerPoint. | • Teamwork. |
| • High ability of leadership and Handling responsibilities. | • Work under pressure. |
| • Ability to develop Professional relationships with all levels. | |

Languages

Arabic | English