



Sammia Ahmed Ba-Mujally

Seeking an administrative position where I can utilize my organizational, coordination, and communication skills to support business operations, improve efficiency, and contribute to achieving organizational goals

Bio Data:

Nationality: Saudi

Birth Date: 29- 06 -1974

Marital Status: Deforest

Mobile 966568203231 - Email:sammshow4@gmail.com

Education:

Bachelor Development & Administrative Organization

King Abdul Aziz University

2008 – 2012

Diploma Interior Design

Inch bald School of Design1

1994 - 1997

Experiences:

1-Al Fakhm International company

Administration & Public Relations Officer (2023 – 2025)

Key Responsibilities:

Managing daily administrative operations and ensuring smooth workflow within the company

Coordinating between different department and business objectives

Preparing and managing strong relationships with suppliers, business partners, and key wholesale clients

Building and maintaining strong relationships with suppliers, business partners, and key wholesale clients

Representing the company in external communications and strengthening professional networks

Organizing meetings, events, and trade exhibitions related to wholesale business

Monitoring contracts and agreements and ensuring compliance with administrative terms

Providing periodic reports and administrative support to senior management

2-Dimension Consulting Solutions

Assistant Research & Business Analyst (2014 –2015)

Key Responsibilities:

Collecting and organizing data form various sources

Assisting in preparing research studies and analytical reports

Maintaining and updating databases with accurate information

Analyzing basic data and identifying trends and insights

Supporting market and competitor research activities

Coordinating with departments to obtain required data

Assisting in monitoring performance indicators and periodic reports

3-International Association for New Muslims

Female Section Manager (2008-2012)

Key Responsibilities:

- Overseeing daily operations of the women's section
- Managing and supervising the female team and work schedules
- Planning and implementing departmental objectives
- Coordinating with senior management and other departments
- Ensuring Compliance with company policies and procedures
- Monitoring Performance and improving service quality
- Handing operational issues and reporting department performance

4- 5 Design Solutions Co.

Interior designer (1997-2001)

Key Responsibilities:

- Designing interior Spaces in line with client requirements and brand identity
- Preparing concept designs, layout, and detailed drawings
- Selecting colors, materials, furniture and lighting
- Coordinating with clients to understand needs and apply revisions
- Supervising Design implementation to ensure compliance with plans
- Preparing cost estimates and material schedules
- Staying updated with interior design trends

Languages:

Arabic – Mother language

English -Fare communication skills read and write

Skills:

Organized Interpersonal Skills

Adaptability

Project Management

Leadership

Technical Proficiency

Time Management

Project Management

Problem-Solving

Attention to Detail