

Safa Jaffar AlAlwan

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Education

Bachelor of E-Commerce 2018-2024

Saudi Electronic University - Dammam

Diploma of Executive Secretary 2015-2017

Institute of Public Administration- Riyadh

Training work experience

Kwaidi | E-commerce Platform - Dammam August 2023 - November 2023

- Customer Service.
- Design and prepare projects documentation/ project profile.
- Develop and implement new e-commerce strategies.
- Assisting the project manager with project planning and scheduling.
- Developing and maintaining project documentation.

Dammam Medical Complex April 2017 – May 2017

- Proofreading documents for accuracy and clarity.
- Scheduling appointments.
- Implementing a document management system.
- Received papers and files by using Microsoft office programs.

Skills & abilities

- Problem-solving.
- Marketing.
- Microsoft office skills.
- Open to learn new skills.
- Attention to Detail.
- Typing skills (English and Arabic).

Languages

- Arabic.
- English.