

Sukainah M. ALBaqqa

A Saudi citizen – +966 509709237

Bbb349@hotmail.com

PROFILE

A dedicated and skilled Business Administration professional with a commitment to delivering high standard HR and administrative support. Seeking a rewarding HR role or administrative or recruitment or logistics or customer services or Media or any job related to make a positive impact.

EXPERIENCE

Jan 2024 – Present

Sales Designer, Closet World

- Responsible for front-end sales, site measurement, and preparing product sketches based on customer requirements. Manage pricing, client communication, payment processing, and coordination with design and installation teams to ensure a smooth customer journey.

Mar 2014– Aug 2014

BUSINESS SUPPORT ANALYST, ITBS

- Coordinating with business analysts to understand user requirements ,Providing assistance to customers ,Collaborating with contractors and external vendors in order to resolve issues ,Providing technical support for tools such as project financials, accounting ,Invoicing

Apr 2012– Mar 2014

SAP ABAP CONSULTANT AT Aramco, Albilad Arabia Co Ltd

- Developing ABAP programs such as ALV ,Crystal reports, screens , printouts forms using different types of technology such as smart forms

Sep2010– Mar 2012

Administrative Coordinator AT Aramco, S A C S

- Managing technical issues, identifying the most effective manner to resolve them
- Coordinating the team and reporting on their absence, presence and performance

July 2008– Sep 2010

MICROSTATION CAD OPERATOR, Saudi Consulting Services

- Preparing engineering drawings and performing dimensional and routine calculation
- Checking of layouts and drawings for accuracy; making adjustments or revisions

May 2005–Mar 2007

SECRETARY, Ali Al-khalaf Advertisement Agency

- Providing valuable administrative support, demonstrating strong organizational Working closely with the HR department to keeping track of employees
- Inputting data, sorting through invoices and filing, ensuring accuracy and attention to detail

EDUCATION

OCT 2010 - JUL 2015

Bachelor of Business Administration, King Faisal university

- GPA 4.77 of 5

SEP 2005 - MAY 2007

Diploma of Computer, Community College

- GPA 3.50 of 4

CERTIFICATES

- Training in screenwriting - MBC Academy
- Diploma in Human Resources (HR)
- Training in HR Fundamentals CIPD - Chartered Institute of personal and development
- Training in People Management Skills CIPD - Chartered Institute of personal and development
- Training in Excel Crash course from CFI
- Training in E-commerce supply chains
- Training in Emotional intelligence , Interment of things , AI for Everyone , cyber Security
- Training In python programming language
- Training in English from Canadian Language Center - 10 Levels & Preparation for the TOEFL Test
- Training in SAP Certified Development Associate - ABAP with Net Weaver
- Training in Microsoft Approved 2272: Implementing and supporting Microsoft Windows XP Professional

SKILLS

- Writer /Editor
- Client Service & Sales Design
- HR & Office Administration
- Think outside the box and analyze
- HR Support
- Office Management & SAP
- Computer Skills
- Emotional intelligence
- An Effective Communicator
- Quality client service techniques
- Negotiation skills and active listening
- Problem solving and curiosity
- Strategic thinking
- Presentation and public speaking