

Sarah Alghamdi

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Professional Summary

Holds a Bachelor's degree in E-Commerce from the Saudi Electronic University with hands-on training experience in preparing and coordinating reports and analyzing data using Excel, developing skills in communication, teamwork, problem-solving, and improving data accuracy and quality. Capable of monitoring workflow across different departments and contributing to process organization. Aims to apply skills in diverse environments including management, technology, and commercial institutions, focusing on enhancing work efficiency and achieving measurable results.

Education

- **Bachelor's in E-Commerce** | University: Saudi Electronic University
City: Dammam
Graduation Year: 2025

Professional Experience

Trainee in the Generation Management and Planning Department | Cooperative Training – Saudi Electricity Company **| 22/06/2025 – 07/08/2025 | Location: Dammam**

- Monitored the performance of power generation plants and ensured compliance with operational plans.
- Assisted in preparing operation and maintenance schedules for generation plants.
- Analyzed production and energy consumption data to provide performance improvement recommendations.
- Supported the management team in preparing periodic and technical reports.
- Participated in reviewing safety and quality procedures to ensure compliance with standards.
- Assisted in coordinating projects and developmental initiatives related to generation plants.

Training Courses

- **How to Be a Successful Entrepreneur**
- **Common Mistakes in Banking and Financial Transactions**
- **Compass of Thinking**
- **Future, Digital and Technological Transformation**
- **Workplace Safety and Privacy**
- **Professional Writing in the Workplace**
- **Excel Spreadsheet Program**

Volunteer Activities

Ramadan Food Basket Campaign – Qout

- Duration: March 2023 – February 2024
- Total Hours: 7 hours

Al-Dhahran Community Development Association

Contributed to organizing events and various programs totaling 22 volunteer hours, including:

- Organizing an honorary ceremony by the Development Association (May 2023) – 5 hours
- Organizing Ramadan event (March 2024) – 2 hours
- Implementing an educational and guidance program (January – February 2024) – 5 hours
- Implementing "Hoqool" educational and guidance program (January 2025) – 7 hours
- Organizing Ramadan event (March 2025) – 3 hours

Skills

Personal Skills: Teamwork, Stress Management, Time Management and Organization, Effective Communication, Problem Solving, Quick Learning, Flexibility and Adaptability, Initiative and Decision Making, Leadership and Motivation, Negotiation and Persuasion

Technical Skills: Proficient in Computer Use, Microsoft Office (Word, Excel, PowerPoint), Basic Design Software, Data Entry and Processing, Database Management, Internet Research, Email Management, Basic Data Analysis, Project Management Software, Collaboration Tools

Leadership Skills: Organizing community events and programs, Planning and executing educational programs, Coordinating with volunteer teams, Time management in volunteer projects, Supervisory and mentoring skills, Building positive community relationships, Working with different age groups, Monitoring workflow and evaluating outcomes, Working in multidisciplinary teams, Presentation and briefing skills

Languages

- **Arabic:** Native
- **English:** Intermediate