

Mariam Ali Al-Saffar

Contact Details

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Location: Qatif, Dammam, Saudi Arabia -

Summary

A recent graduate of the Saudi Electronic University

Seeking a managerial development role to leverage her academic background, technical skills, and leadership experience.

EDUCATION

Bachelor of Business Administration

Saudi Electronic University, Dammam, Saudi Arabia

Graduated: 04/12/1445 (2024)

Certifications and Trainings

Certificate of Attendance, "Financial, Accounting and Statistics Calculations using Microsoft "Excel

College of Administrative and Financial Sciences, Saudi Electronic University

Completion Date: 15/02/2024

Skills and Experience

Developed management skills through cooperative training in primary school - administration, including:

Modifying and updating student records ·

Effective communication with parents ·

Attendance and absence management ·

Preparing meeting schedules and presenting topics using PowerPoint ·

Proficient in Microsoft Office suite ·

Strong time management, teamwork, and leadership abilities ·

Language ·

Arabic (native) -

English -

Career Objectives

Seek opportunities to further develop technical and managerial skills within my field of -

Contribute to a distinguished team and help achieve company goals -specialization

Advance my career and access management positions .