

SARA ALDARWAISH

ADVANCED DIPLOMA IN COMPUTER SCIENCE AND DIPLOMA IN ELECTRICAL ENGINEERING TECHNOLOGY

CONTACT

☎ 0568480338

✉ sara.aldarwaish@gmail.com

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EDUCATION

- Diploma in ELECTRICAL TECHNOLOGY

Energy Tech

- GQA PAA\VQ SET LEVEL 2 AND 3

DIPLOMA IN PERFORMING ENGINEERING OPERATIONS.

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- Advanced Diploma in Computer Science

Community College -

Imam Abdulrahman Bin Faisal University

SKILLS

- Proficient in computer use and Microsoft Office programs (Word, Excel, Outlook).
- Skilled in using Customer Relationship Management (CRM) systems and handling customer service professionally.
- Strong understanding of electrical systems fundamentals and the ability to read technical diagrams (based on Electrical Engineering Technology background).
- Effective communication and problem-solving skills with diverse customer profiles.
- Time management and teamwork abilities to achieve work goals efficiently



PROFILE

I am passionate about studying the fields of Computer Science and Electrical Technology, as I see great potential for innovation and development in both. I aspire to combine my technical knowledge with my practical experience to contribute to the development of smart solutions that enhance quality of life.



WORK EXPERIENCE

Electrical Wiring Technician

sponsor by International Maritime Industrie

- During my practical training, I developed a range of skills in an engineering environment, including working safely, effectively communicating technical information, and carrying out engineering tasks efficiently. I gained hands-on experience in producing components using hand fitting techniques, wiring and testing electrical equipment and circuits, as well as assembling and testing electrical panels/components mounted in enclosures.
- I was honored with certificates of recognition for perfect attendance (zero absences) and for my outstanding academic and practical performance, reflecting my high level of commitment and professionalism .

CRM - Customer Relationship Management extra

- Managed customer relationships using CRM systems to enhance customer experience, track sales, and organize marketing campaigns. Analyzed customer data to support decision-making and improve efficiency. Followed up with leads to increase conversion and retention rates.

Marketing Specialist jdod alkhlieg

- I am a marketing specialist with experience in managing units designated for owners, where I have marketed real estate units and followed up on rental collections from tenants. My responsibilities also include documenting contracts through the Ejjar platform, as well as addressing complaints and suggestions to ensure the best possible service for clients..