

FATIMAH AL BISHI

TRANSLATOR - ADMINISTRATIVE ASSISTANT

Dammam & Al Khobar, Saudi Arabia | +966 55 667 3462 |

fatmahabdualhalbishi@gmail.com | www.linkedin.com/in/fatimah-a-168030377

PROFESSIONAL SUMMARY

Recent graduate with a Bachelor's in English Language and Translation. Skilled in translation cross - cultural communication, and Microsoft Office tools.

Strong background in customer service and administrative support, with hands on experience in inventory tracking and maintaining records using Excel.

Seeking to leverage language proficiency and service experience to apply organizational skills in a dynamic professional work environment.

EDUCATION

Bachelor of English Language and Translation.

University of Hafr Al Batin – Saudi Arabia
September 2019 – May 2025

WORK EXPERIENCE

Cashier
Bait Al-Lu'lou Catering Services – Dammam, Saudi Arabia
January 2024 – February 2025

Key Responsibilities & Achievements:

- Processed cash transactions and balanced registers accurately.
- Delivered customer service and resolved issues promptly.
- Supported daily sales and inventory tracking using Excel.
- Promoted daily offers and assisted in increasing customer satisfaction.
- Collaborated with team members to ensure smooth operations.

SKILLS

- Translation (English–Arabic)
- Simultaneous and Consecutive Interpretation
- Basic Marketing
- Cross-Cultural Communication
- Microsoft Excel & Word
- Customer Service

CERTIFICATION

- Life Skills Program Certificate, General Administration of Education. Apr 2015
- Personal and Social Skills Course. May 2016
- Student Skills Development Course, Injaz KSA Program. 2016

LANGUAGE

- Arabic – Native
- English – Excellent