

Amnah Alrashedi

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 Saudi Arabia

OBJECTIVE

Motivated and detail-oriented professional with a background in Public Administration and Human Resources Management. Seeking to leverage my academic knowledge and professional experience in sales, marketing, and HR to contribute to organizational growth. Passionate about people, processes, and performance improvement.

EDUCATION

- **High Diploma in Business Administration – Human Resources**
University of Hafr Al-Batin – 2020
- **Bachelor's Degree in Public Administration – Organization and Administrative Development**
King Abdulaziz University – 2015

EXPERIENCE

Al Khaleej Training Company

Sales & Marketing | 2024

- Promoted training programs to potential clients and corporate partners.
- Managed customer inquiries and provided detailed product information.
- Conducted follow-ups to ensure customer satisfaction and repeat business.

Kasra for Oud

Digital Marketing | 2023

- Created and managed content for social media platforms.
- Executed online advertising campaigns to increase product visibility.
- Analyzed campaign performance and adjusted strategies accordingly.

Tala Aljood

Sales | 2019

- Assisted customers in product selection and purchasing decisions.
- Maintained store cleanliness and product display organization.
- Handled cash register operations and daily sales reporting.

Training – HR Department, University of Hafr Al-Batin

- Supported daily administrative tasks and HR documentation.
- Participated in employee data management and filing processes.
- Assisted in recruitment procedures and candidate tracking.

SKILLS

Technical Skills:

- Microsoft Excel
- Data Analysis
- Digital Marketing Tools
- Customer Relationship Management
- Market Research

Soft Skills:

- Communication
- Negotiation
- Customer Service
- Problem Solving
- Adaptability

COURSES

- Creative Secretariat – Institute of Public Administration
- Performance Evaluation – Institute of Public Administration
- Excel – Imdad Knowledge
- Data Analysis – Ministry of Communications and Information Technology
- Digital Marketing – Entrepreneurship Institute

LANGUAGES

- Arabic.
- English.