

# BASMA AHMAD ALHAWSA

## PERSONAL DETAILS

soma.ahmad221@gmail.com, 0569946668

## EDUCATION

Supply Chains and Logistics Operations( in progress)

Qassim University

- Understanding of supply chain management principles including procurement, production, distribution, and logistics.

## EMPLOYMENT

Management department

Jan 2018 – Mar 2022

Dar Tahfith, Yanbu

- Managed employee attendance records and maintained accurate data entry in HR systems.
- Assisted in administrative tasks including document preparation, filing, and correspondence handling.

## SKILLS

Microsoft Word



Microsoft Excel



## LANGUAGES

Arabic



English



## COURSES

MASTER MICROSOFT OFFICE

TEAMWORK SKILLS

CUSTOMER SERVICE

TEAM WORK AND COMMUNICATION

SAUDI LABOR SYSTEM