

Arwa Ali Hakami

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Personal Statement

I am looking for a good job that enables me to improve my skills, increase my practical experience, achieve my personal ambition and expand my knowledge. By taking an active and creative place in this area, I will be encouraged to work efficiently and effectively to add knowledge and project management .

Achievements

- Preparation and construction management competencies.
- BET Cambridge English.
- Course: Introduction to business management, In king's college London.
- Course: Collaborative work in a remote team, In king's college London.
- Reporting with Oracle Report Services and tuing report.
- Reporting werkly report quartery report and annual report
- Reporting government lettre
- Sales analysis

Education

2024 - Diploma in Supply Chain and Procurement
2018 – Diploma in Business Administration.
2016 - Cambridge English Entry Level Certificate in ESOL international.
2015- Cambridge English Entry Level Certificate in ESOL international.
2013 – High School, Riyadh, Saudi Arabia ;

Experience

2023- Marketing coordinator	2023
2020- Sales Coordnider (sales analysis)	1year and 8 month
2021- Customer Service Coordinator	8 month
2018 - Training in Public Relations and Health Information	Imam Abdulrahman Al Faisal Hospital
	6 month
2018 - Training in Outpatient Clinics	Imam Abdulrahman Al Faisal Hospital
	1 weeks
2017 – Training as customer services in from the Foundation of the Seven Ideas University	of Imam Muhammad Lat photocopying and photocopying
	200 hours

Volunteer Experience & Community Service

2020- Electronically commerce Basics Seesion.

2018 - Coverage of the presence of volunteers Aswa volunteer team at Imam Abdulrahman Al Faisal Hospital

2018- Coverage of the presence of volunteers social service programs for patients in Imam Abdulrahman Al Faisal Hospital

2018 -Organizing volunteer visitors Social service programs for patients at Imam Abdulrahman Al Faisal Hospital

2018- Organizing the training course for smoking in Imam Abdulrahman Al Faisal Hospital 3 day

2018- Organization and success of the gifts of Rahman

2018- The success of social service effectiveness

2018- Organization and success of the effectiveness of education harmful drugs 2 day

Skills

IT skills:

- Microsoft Office
- The speed of printing on Computers in Arabic and English.

Linguistic skills:

- Arabic: Arabic Native Language. " Excellent "
- English: Traversed occur in English Language " good"

Personal Details

Gender: Female

Marital Status: Single

Nationality: Saudi