

Shuaa Saleh Alsuwayigh

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Career Objective

To secure an administrative position in a forward-thinking organization that values innovation and excellence. I aim to utilize my academic background in Business Administration, along with my professional skills, to drive operational efficiency, support strategic goals, and contribute to the organization's success

Education

Bachelor's degree in business administration from Imam Abdulrahman Bin Faisal University, Saudi Arabia Graduated: May 2020

Volunteering Experience

Marketing and Reception Volunteer in Women's Salon, Saudi Arabia June 2024 - Sep 2024

- Entered and managed client data with high accuracy.
- Oversaw day-to-day salon operations, ensuring seamless workflow.
- Managed human resources tasks, including scheduling and staff coordination.
- Administered social media accounts, promoting services and engaging with the audience.

Key Skills Gained:

- Effective client interaction and relationship management.
- Data entry and organizational skills.
- Human resource coordination and staff management.
- Social media marketing and content management.

Skills

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Graphic and video editing software
- Advanced communication, negotiation, and conflict resolution skills
- Exceptional organizational abilities and attention to detail
- Multitasking and prioritization in high-pressure environments
- Ability to lead and motivate teams
- Strong problem-solving and creative thinking skills
- Collaboration and relationship-building with diverse teams

Certifications and Training

Saudi Electronic University

Job Mindset - Problem Solving and Decision-Making - Presentation Skills - Emotional Intelligence - Communication Skills

Riada: Cost Management

Al-Khaleej Training and Education: Coaching and Counseling - Soft Skills

Human Resources Development Fund (HRDF): Effective Customer Communication - Information Security - Time Management - Insurance Market Trends

Languages

- Arabic: Native
- English: Good