

# **Shuaa Saleh Alsuwayigh**

Dammam Saudi Arabia - Phone: 0531 800 617 - Email: shuaa.alsuwayigh@gmail.com

## **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