

SARAH ALBABTAIN

CONTACT

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EDUCATION

Bachelor of Business Administration

Imam Abdulrahman bin Faisal University

KSA, 2014 – 2018

- GPA: 4.54 of 5 (With Second Honorary Degree)

SKILLS

- Microsoft Office Skills - (Excel, PPT, W)
- Strong Communication Skills - Written and Verbal
- Planning and Analytical Thinking
- Negotiation and Problem-solving
- Time Management
- Teamwork and Leadership
- Fast learner and Self-motivated
- Flexibility
- Ability to Work Under Pressure

OBJECTIVE

Highly-motivated Business Administration graduated, Skilled in Leadership, Planning and Communication. Seeking for an opportunity to use my skills to support and grow the business in the company and community.

INTERNSHIP

2018, Recruitment Specialist

Silah Company, Dammam | 5 Aug - 16 Oct.

2017, Administrative Assistant

Imam Abdulrahman bin Faisal Hospital (NGHA) | 5 Jul - 14 Sep.

COURSES

- **2018**, Course in Project Management: Introduction I Dorooob
- **2018**, Course in Introduction to Human Resources Function I Dorook
- **2018**, Course in Start Your Own Project Track I IAU
- **2017**, Volunteer to organize the Graduation Ceremony I KFPMU
- **2017**, Participant in University Activities (Project in Open Days)
- **2016**, Attend Scientific Conference of Career Forum

LANGUAGES

- Arabic – Native
- English – Very Good