

# SARA ALOTAIBY

## PROFILE

Extremely motivated to constantly develop my skills and grow professionally.

## EDUCATION

Qassim University BS,  
kindergarten 2013,2014  
HLC – Associate Diploma in  
Business: Dec 2015 – At  
Present  
HLC – PET Exam preparation  
(%71): 2014 –2015

## CONTACT

**Phone:**  
552547591

**Email:**  
sarafaizroq@gmail.com

**linkedin:**  
sara-alotaiby-  
566b967a

## EXPERIENCE







### Kindergarten teacher 2014 :

- o Teaching young children.
- o Creating new games and lesson planning
- o Planning experience
- o Child Psychology

### HLC:

- o Presentation skills
- o First Aid
- o Computer skills (Excel, Power Point and Word)
- o Body language skills
- o MD of own business (3 months )
- o Business plane skills
- o Customer services skills

## SKILLS

- ENGLISH 
- ICDL 
- MARKTING 
- Decision making. 
- Personnel 
- Planning 

**Princess Noura :**

- ○ MATH'S SKILLS
    - WORKED AS A TEAM MEMBER.
    - ABLE TO WORK TO DEADLINES AND EXECUTE ORDERS EFFECTIVELY.
    - ORGANISE STOCK AND PUT IN ORDER INVENTORY STOCK AND LIST
    - TEAM WORKING - ORGANISE ROLES AND TASKS MAKE SUGGESTIONS FOR IMPROVEMENTS
    - CREATED A WORD DOC INSTRUCTIONS
    - COMMUNICATION - WITH STAFF AND CUSTOMERS (ARABIC)
    - DISPLAYS A PROFESSIONAL ATTITUDE
    - INSTRUCTED TO CREATE KMS (EXCEL) TO RECORD INVENTORY, EMAIL EXTERNALLY, ACCESS A SYSTEM VIA PASSWORD, ACCESS POLICIES, CREATE AN INSTRUCTIONAL PROCESS OR ASSESS A RISK (H & S) TO IMPROVE WORKING PRACTICE, PRODUCE MEASURABLE WORK OBJECTIVES (NO JD)
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**Hospital Barka :**

- PUBLIC RELATIONS DEPARTMENT AT THE HOSPITAL
  - DEALING WITH COMPANIES
  - INSURANCE SERVICE
  - SOCIAL MARKETING
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**Skills and Achievements:**

CERTIFICATE PET

COMPUTER SKILLS: (EXCEL, POWER POINT AND WORD)

LANGUAGES: (ARABIC AND ENGLISH)

MATH SKILLS

ATTENDANCE 82%

TEAM WORK AWARD

EDUCATIONAL LEADERSHIP

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**Personal Qualities:**

- Quick witted, quick learner, Teamwork, Deal with problems, creative, reader, analyze, flexible, reliable, time management, confident and helpful, Research skills

