

# MARIA JAFFER AL-ABBADI

## PERSONAL INFO



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Dammam



20/05/1989

## LANGUAGES

Arabic



English



## PERSONAL SKILLS

- Computer & Microsoft Office proficiency
- Creative thinking and Problem analysis
- Decision making and Organization
- Data collection and analysis
- Web Development & Networking
- Knowledge of programming languages

## OBJECTIVE

To secure a leading position that matches my competence, skills education and experience where I can leverage my knowledge in business to bring up innovative solutions to serve the organization strategic goals and objectives.

## EDUCATION

### Diploma in Computer science - Major: programming Technology

- Community College
- GPA 4.5 out of 5
- Graduation year: 2011

## EXPERIENCE

### SRACO Company

- Material Planner
- 2013-2020
- Creating maintenance order for approved notification after estimation.
- Ensuring materials meet specifications, quality standards..
- Coordinating with other departments regarding production goals, timelines, supplier payments, etc.
- Liaising with customers, suppliers, and distributors.
- Preparing cost estimates and weekly reports.

### AL Hussaini Company

- Appliances Marketing Officer
- 2011-2013
- Receive incoming and outgoing mail, sort, log and distribute as required.
- Managing communication, receiving calls, answering routine questions.
- Maintaining records and files and performing related clerical duties as necessary.

## COURSES

- Cisco Certificate (1 month)
- AutoCAD Certificate (1 month)