

# WEJDAN ALSHAMRANI

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## Professional Summary

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## Skills

- 1-Strong interpersonal skills and positive work ethic
- 2-Excellent written and verbal communication skills.
- 3-Proficient Microsoft and Excel skills
- 4-Data reporting and dashboard building skills

## Work History

### Sales Coordinator

Lactalis Company

- Initiated and maintained customer master profiles to correct information and offer consistent service.
- Corrected billings and issued debit and credit memos for customers to reconcile accounting.
- Prepared and assembled documents to facilitate exports.
- Communicated information and instructions to and from vendors to research and resolve operational problems.

### Technical Support

Almajal Company

- Gathered and organized materials to support operations.
- Received and responded to customer requests via letters, emails, telephone calls and in-person interactions.
- Entered data, generated reports and produced tracking documents.
- Coached employees through day-to-day work and complex problems.

## Education

### Bachelor Of Computer Engineering

Prince Mohammad Bin Fahad University

## Languages

**Arabic:** Native Speaker

**English:** B2



## Certifications

- Cisco certificate
- Java Language Course
- Computer Science Computer Vision
- Electronic Computer Graphic