

Sarah Ali Alqahtani

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Career Objective:

I am seeking to get a job in a competitive environment in which I can serve your company and establish a promising career for myself, as well as to benefit from my certificates, skills and experiences through which I can help the continued success of your company

Education:

Bachelor's degree in Arabic

University of Dammam (Graduation 16-1-2014)

Work Experience:

- Arabic language teacher in a private school (2014-2019)
- Human Resources in a private school (2020-2021)
- Certificate of Honor from the Ministry of Education for career discipline
- Certificates of thanks from the school administration for excellence and good regularity in school hours
- Active member in following up the students participating in several competitions and programs

Courses:

- Teaching English language course at Petroleum University from 10/17 - 24/11/2021
- Effective reinforcement course on 3/1/2015
- Stage growth characteristics cycle on 7/11/2015
- Active Learning Course on 16/3/2016
- Communication Skills Course on 3/7/2016
- Leadership personality course on 20/10/2017
- Using Keynote and Class dojo on 4/8/2018

Skills:

- Organization, time management and the ability to prioritize
- Ability to build relationships and communicate effectively
- Ability to solve problems
- Speed of learning and accuracy in completing assigned tasks
- Ability to work effectively with team members
- Good knowledge of Microsoft Office programs