

# Fatimah Alhamad

<https://www.linkedin.com/in/fatimah-alhamad-b78543179/>

2807 Aljish Dist. Unit No 2,  
Inak 32651-6384, Saudi Arabia

Fatimah433@outlook.com  
+966594253997

## OBJECTIVE

To obtain an internship or job position and that will develop both my personal and professional skills empowering me to become successful in life

## EDUCATION

### Diploma, Event Operation and Planning

Lincoln College international, Qatif, Saudi Arabia

May 2018

## SKILLS

*Languages: Arabic and English,*

*Sales and Marketing Sales, Marketing, Essential sales skills*

*Technology: Information Technology (IT), Computer.*

*Communication skills: Presentations, Customer Service, Customer Satisfaction, Writing Reports.*

*Personal Skills: Social, Time Management, Organizational, Life skills, Active listening, Public speaking*

*Microsoft Office: Microsoft Word, Excel, PowerPoint*

## RELEVANT EXPERIENCE

**Student Trainee**, Career Day Event, Lincoln Female College, Qatif

November 2017

- Negotiating with companies and organized the place for them
- Sending flyers regarding to the event in social media and media.
- Giving Presentations

**Student Trainee**, AIDS Day (sales tickets) , - Lincoln Female College, Qatif

2017

- Giving a presentation regarding how to prevent AIDS
- Marketing

**Student Trainee**, Jeans Day (sales tickets) , Lincoln Female College, Qatif

2017

- Planning Meetings
- Worked on Pricing and Sales of tickets
- Explaining the history of the jeans
- Donated the money we had from the event to the poor

**Student Trainee**, Abaya Fashion Show, Lincoln Female College, Qatif

2018

- Greeting Customers
- Design poster
- Setting up the place for abaya's stores and achieving results

**Student Trainee**, Summer Program Club, Al Jish Charity Association, Qatif

2018

- Teaching kids from 5 - 7 years old the alphabet and how to cook
- Organizing an event with some actors to present a play for kids

**Student Trainee**, Plants Day, Cornich Alqatif, Qatif

2017

- Organizing an event with people planting trees with a company with the town council in Qatif

**Student Trainee**, Clean Day Event, Lincoln Female College, Qatif

2017

- Working on Excel and recording information
- Organizing the event

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## CERTIFICATIONS

- |   |               |
|---|---------------|
| • Certificate of Completion from Qatif Municipal Council                      | April 2017    |
| • Certificate of Excellence in Customer Services Skills                       | March 2018    |
| • Al Jish Charity Association Certificate of appreciation                     | March 2018    |
| • Special Acknowledgement Certificate Awarded to Trainee: Diploma Event Group | November 2018 |

## SPECIAL SKILLS & INTERESTS

- Set Goals, Teamwork, Meet Goals
- Well-developed oral communication skills
- Enjoy challenges and take extreme pride in my work

## REFERENCES

- Lincoln College Phone number: (053 833 9225)
- Teacher Batool Al-Saif – (balsaif@lincolnksa.com )
- Responsible for Student Affairs : [http://Address: Qatiefenquiries\\_F@lincolnksa.com](http://Address: Qatiefenquiries_F@lincolnksa.com)