

## Profile

---

Efficient office administrative with 6+ years experience, with a bachelor's degree focused in economics from university. Skilled at quickly solving problems, I can pursue a successful career by utilizing my skills, abilities, and experience to the maximum extent with full potential. being a professional, dedicated ,creative ,and services minded I feel confident that I can achieve level performance which is nothing short to perfection.

## Professional Experience

---

**MANAGER DIRECTOR,**  
*BEST SOLUTION COMPANY*  
07/2020 – present

**Administrative assistant,**  
*ALALAMA RAEDA COMPANY*  
11/2016 – 08/2018 | DUBAI, UAE

**HR assistant,** *ALALAMA RAEDA COMPANY*  
04/2015 – 07/2016 | DUBAI, UAE

## Skills

---

Microsoft office

## Certificates

---

- Driving licence

# Saadia Khelfa Msabah

📍 AL KHAN, AL AQROOBY BUILDING F 904,  
SHARJAH, UAE

✉ saadia.yahia2508@gmail.com

☎ 00971565671425 📞 00971509806982

## Education

---

**Bachelor's degree in economics,**  
*Skikda university*  
10/2004 – 06/2008 | Skikda, Algeria

**high school diploma,** *ALnahda high school*  
Skikda, Algeria

## Languages

---

English,French and Arabic

## Interests

---

travelling/sport/cooking