

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

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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