

# MANAL ALMOHAMMADI

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Get in touch!

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**Address:**

RIYADH, SAUDI ARABIA

## Professional Goals

Determined and highly motivated Saudi woman. Eager to take on rewarding challenges that would add to my skills and give me a sense of growth and accomplishment. A people-oriented individual with attention to detail and a positive attitude. Seeking position of Customer Service, Sales and Administration.

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## Work Experience

### SALES ACCOUNT MANAGER

**OPTIX SHOP | September 2018- August 2020**  
**Medina, Saudi Arabia**

- Meeting planned sales goals.
- Tracking sales goals and reporting results as necessary.
- Developing my sales team through motivation, counseling and product knowledge education.
- Promoting the organization and products on social media.

### TOURIST GUIDE

**FREELANCE | January 2019 - July 2020**  
**Medina, Saudi Arabia**

- Provide information about tourist destinations and point of interest.
- Develop and implement posts on social media encouraging travel within Medina.
- Develop public relations and marketing information.

### SPECIAL EDUCATION TEACHER

**IRADAT TEFL CENTER | October 2016 - May 2017**  
**Medina, Saudi Arabia**

- Assessed students's skills to determine their needs and to develop teaching plans.
- Ensured that standards of students attainment and achievement in all teaching subject matters are attained.
- Meet with parents to address and resolve students' behavioral issues.

### LEARNING DISABILITIES TEACHER INTERN

**THE 31TH PRIMARY SCHOOL | September 2014 - November 2014**  
**Medina, Saudi Arabia**

- Assigned lessons and corrected homework.
- Wrote individual education plans and managed classroom activities in compliance with special education law.

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## Academic History

### BACHELOR'S DEGREE IN LEARNING DISABILITIES/ ENGLISH (DUAL DEGREE).

UNIVERSITY OF TAIBAH | 2011 - 2014  
MEDINA, SAUDI ARABIA  
GPA: 4.24 / 5 (Second Honors Degree)

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## Skills

- Customer service
- Marketing.
- Translation and Editing texts in English. .
- Problem solver.
- Excellent presentation.
- Microsoft office.
- Adaptability.
- Communication skills.

## Languages Spoken

- Arabic: Native.
- English: Advanced.
- Spanish: Beginner.

## CERTIFICATION

### - Introduction to computer science and Microsoft office course.

- Aljazerah technical institute, Medina, Saudi Arabia (FEB 2016 - AUG 2016)

### -Teaching Technique for Students With Learning Disabilities.

The Saudi Association for special education, Medina, Saudi Arabia (FEB - 2016)

### - Innovative teaching methods for students with learning disabilities.

Media forum, Medina, Saudi Arabia (NOV 2016)

### - Professional workshop series: build communication skills for autistic kids.

The Saudi Association for special education, Medina,Saudi Arabia (FEB 2017)

### - Development of language and communication skills for disabled kids.

Iradt tefl center, Medina,Saudi Arabia ( MAR 2017)

### - Extensive Course In Spanish Language level A1. Laudo Formacion.

SPANEASY, Madrid, Spain ( JAN - FEB 2018)

### - Teachers General Test

National center for assessment (NOV 2018)

### - Post-Graduate General Aptitude Test.

National center for assessment ( ABR 2019)

### - IELTS B2 (5.5)

British Council (December 2020)