FATIMA SEMEGA

ADMINISTRATION

CONTACT

+966 50 914 5739

semega.5ismail@gmail.com

KSA, Riyadh, Middle Al Oraija

PROFILE SUMMARY

Business Administration graduate with over half a decade of experience in administrative support, customer service, and e-marketing. Organized and adaptable with strong communication and coordination skills. Interested in stable, people-focused work environments that support professional growth and smooth daily operations.

EDUCATION

MINNESOTA ISLAMIC UNIVERSITY

- Bachelor Of Business Management

SKILLS

- Project Management
- Organizing
- Teamwork
- Meeting deadlines
- Leadership
- Creativity
- Critical Thinking

LANGUAGES

- English: Fluent
- French: learning
- Arabic: Native

WORK EXPERIENCE

Lamasat AlJazeera — JUN 2025 - FEB 2026
Administration

Makhdoom — MAR 2024 - JUN2025
Bill collation

AL Moed Company For Real Estate Funding — DEC 2022 - SEP 2023
Sales and customer service

Salam Fibar — NOV 2022 - DEC 2022
sales and customer service

Vera Interior — OCT 2020 - NOV 2022
Administrator, Marketing officer

Speedi — JON 2020 - OCT 2020
Shooper

Mrsool Park Stadium — PART TIME JOB
Organizer

Participate in Exhibitions in (Jaak - Dakakin - Rawa -Diriyah- Souq) — PART TIME JOB
Assistance

Riyadh Season Events — PART TIME JOB
Organizer

(Towaqe) high school — NOV 2018 - MAY 2019
Seller

(Skbah) store — 2018
Seller

(Belget) cofe — PART TIME JOB
waitress

(Al-Khem) theme park — 2018
Games official