

Fatima Yahya Suhluli

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OBJECTIVE

Detail-oriented individual with strong communication skills and the ability to adapt to different environments. Skilled in administrative tasks and report writing, with a focus on organization and supporting team goals effectively.

EDUCATION

Bachelor's Degree in English Language | Jazan university

- GPA: 4.28 / 5.00 – Second Class Honors
- Graduation year: 2024

EXPERIENCE

Institutional Performance Specialist – Education Administration (6 Months)

- Converted files into barcode systems to improve tracking and access.
- Prepared and documented materials using Microsoft Word accurately.
- Supported admin processes through organized documentation and data.
- Communicated with students, gaining experience in handling inquiries and support.

CERTIFICATES & COURSES

- Microsoft Excel
- Emotional Intelligence
- Facilities security

SKILLS

- Microsoft Office
- Data entry
- Marketing
- Communication
- Teamwork & Collaboration
- Attention to detail
- Time Management
- Self-motivation
- Adaptability

LANGUAGES

- Arabic
- English