



Contact

Sam.alhaidria@gmail.com

966562416496

Skills

Computer Proficiency — Advanced

Effective Communication — Advanced

Organization and Time Management — Advanced

Teamwork — Advanced

Problem Solving — Advanced

Quick Learning and Flexibility — Advanced

Languages

Arabic Language — Native

English Language — Intermediate

My profile online



Scan the code to visit my profile on the university website.

ASMA ALI MOHAMMED HAIDAR

Guidance and Counseling

Graduate of Islamic University of Minnesota — Bachelor's degree, 2026

Summary

A Bachelor of Educational Sciences graduate with a strong academic and professional passion for education, guidance, and counseling. Seeking to leverage academic knowledge and advanced skills in effective communication, administrative organization, and teamwork within an ambitious work environment. Highly motivated toward continuous professional development and lifelong learning, with a strong commitment to contributing positively and effectively to achieving the organization's strategic goals.

Work Experience

General Reception Clerk

2019–2023

Smart Command Foundation for Security Surveillance

An efficient Reception and Office Administration Specialist skilled in welcoming visitors and clients, providing accurate and professional support and information. Proficient in managing communications and correspondence effectively, contributing significantly to organizing the office environment, and streamlining daily administrative procedures to ensure smooth operations in accordance with the highest quality standards.

Education

Bachelor's degree

2026

Islamic University of Minnesota **University verified**

Educational Sciences · Educational Sciences

Grade: **EXCEPTIONAL**