






# MAI ALAHMED

Operation officer

-  Saudi
-  Alkhobar,saudi
-  female
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A highly organized and hard-working individual looking for a challenging role in a reputable organization to utilize my technical, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector

## EDUCATION

2012 → 2016 Bachelor's degree in Business management  
King Faisal university

## WORK EXPERIENCE

2014 → present Senior customer service officer  
Vfs global company  
Operation officer

## PERSONAL SKILLS

- ✓ Detail oriented, strong organization and a high degree of accuracy
- ✓ Managing tasks and problem-solving skills
- ✓ Analysis and Decision-Making skills
- ✓ Networking, negotiating, and problem-solving skills
- ✓ Able to work on my initiative or as part of a team
- ✓ Excellent conceptual and analytical skills

## SOFTWARESKILLS

Microsoft excel

Microsoft Word

Microsoft Power Point

## LANGUAGES

English

Arabic

## TRAINING COURSES

Administrative exercises in the ministry in the ministry of Education since 4 months

Completed the course (leadership essints) from droop program online

Completed 4 elementary English course from British council