

Education

1. Graduate with bachelor degree of business administration at King Faisal University (Business Administration) with GPA 3.19 out of 5(2017).
2. Diploma in computer science (programming) from Bassam institute GPA 4.53 out of 5 (2013).
3. High school eight in Dammam by (87.18%).

Work Experience

Work as a receptionist in (SRACO COMPANY) from 7/5//2019 until now.

Work as customer service in Gulf international bank (GIB) Dhahran since 2013-2017.

Training and Course

- Conversational English Skills for Beginners from Droob Program.
- Course in the office business three months from the Alhassan Institute excellent grade by 90%.
- [IOB] legal foundations of the business and banking instructions SAMA.
- Principles of Banking Institute of Banking.
- Methods of Detecting Counterfeiting & Forgery in Anti-Money Laundering Institute of Banking.
- Anti-Money Laundering Institute of Banking.
- Shariah-Complaint Financing Modes and Banking Services Institute of Banking.
- Successfully passed the retail Banking Professional Foundation Exam, (RBPFC) Certificate With all the honors and privileges pertaining thereto.
- Course Leadership Essentials from Droob (2019)
- Course Leadership Skills from Droob (2019).
- Course Conversational English Skills Beginners from Droob (2019)

Skills

- Computer (Microsoft Office applications programs (Word, Access, Excel, PowerPoint ...) printing.
- Excellent communicative skills and interpersonal ability to speak and write in both Arabic and English also good presenter in both languages.
- Leadership and Communication Skills.
- Understanding of handling CRM, Oracle Applications.
- The ability to build constructive social relations.