

Curriculum Vitae

PERSONAL

Name

Layla Althunaian

Address

Dhahran, KSA

Phone number

0566265133

Email

layla-sth@hotmail.com

LANGUAGES

English



EDUCATION AND QUALIFICATIONS

2016

Business Administration

Imam Abdulrahman bin Faisal University, Dammam

WORK EXPERIENCE

Apr 2019 - Apr 2021

Operations Officer

Al- Tayseer Arabian Finance Company, Khobar

- Auditing of financial contracts and purchase orders and verifying their authenticity.
- Verifying the customer's financial credit standing taking into account the customer's obligations in accordance with the Central Bank's policies.
- Verifying of customer documents and data and ensuring that they are not forged.
- Coordinating other departmental related issues.
- Communicating with customers regarding documentation completeness and accuracy.
- Verifying of assets after the completion of transactions.

Feb 2017 - Aug 2018

Operations Coordinator

Al-Fursan Co., Dammam

- Assist customers with complaints and queries.
- Provide customers with information about services.
- Coordinate appointments for customers receiving the service.
- Process orders and insure work completions.
- Recieve and compile customers feed back about services.

COURSES

Mar 2021

Methods of Detecting Forgery in Documents & Signatures

The Financial Academy

Mar 2019

Legal aspects of human resources

Assrooh athakiyah

Jan 2019

Human resources management

Leen development training center

SKILLS

Microsoft office skills



Administration support



Communication



Problem solving skills



Works well with teams



Leadership



Time management

