





PERSONAL

 **Name**
Layla Althunaian

 **Address**
Dhahran, KSA

 **Phone number**
0566265133

 **Email**
layla-sth@hotmail.com


LANGUAGES

English

LAYLA ALTHUNAIAN




EDUCATION AND QUALIFICATIONS

 May 2012 - May 2016 **Bachelors degree**
Imam Abdulrahman bin Faisal, Dammam, KSA




WORK EXPERIENCE


 Apr 2019 - Apr 2021 **Operations officer**
Tayseer Arabia, Khobar

The auditing of financial contracts and purchase orders and verifying their authenticity, taking into account the customer's obligations in accordance with the Central Bank's policies. In addition, my work responsibilities include the verification of customer documents and data and ensuring that they are not forged. Finally, I'm responsible with dealing with the departmental related issues and communicating with customers regarding the verification of assets after the completion of transactions.



COURSES

 Jan 2019 **Human resources management**
Leen development training center

 Mar 2019 **Legal aspects of human resources**
Assrooh athakiyah

 Mar 2021 **Methods of Detecting Forgery in Documents & Signatures**
The Financial Academy



SKILLS

Administration support	★★★★★
Communication	★★★★★
Office management	★★★★★
time management skills	★★★★★
Works well under pressure	★★★★★
Problem solving skills	★★★★★
Works well with teams	★★★★★