

Tarut - Qatif
Saudi Arabia

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Nationality: Saudi.

Azza A. Al-Safwani

Objective

Looking for a job that is both secure and challenging, to apply my education, experience and the knowledge I learned. Increasing my Knowledge and work experience. I am willing to work hard with the company management to achieve their goals with quantity and quality of work learned to manage and formulate projects. I am a potential Saudi will accept responsibility and will comply with all the company policy and regulations.

Education

1. A diploma in computer science with GPA average 5 out of 5 from Al-alamiah institute for computer & technology.
2. Successfully completed four years in girls Science Collage in Dammam.

Received bachelor's degree in Zoology.
Graduated with Honors in June/5/2001.

Languages

Arabic, English (fluent speaking and writing) and a little bit Spanish.

Job experience

- Worked in Riyadh Bank since 15/05/2006 until 31/12/2017
 - Worked a customer service and sales specialist then was promoted to an Assistant Manager
 - Worked at ieasyhome as an admin assistant from 14/04/2019 until 30/09/2019.
 - Working at SMAT Company as an operations manager
- **Training courses attended and Certificates obtained while in Riyadh Bank:**
 - Siebel CSR Application Training
 - Marketing & Recent Selling Skills
 - Qualifying Program - Principles of Banking
 - Qualifying Program - RB Products (1)
 - Qualifying Program - Operation Risk

- Qualifying Program - Customer Care and Selling Skills
- (BWNNet)
- STARS - Teller Training
- Advanced Sales Training Program for Customer service
- Selling Skills
- Advanced Program - RB Products (2)
- Advanced Program - Work Procedure (2)
- Advanced Program - Selling Skills
- Advanced Program - Legal Aspects of Banking
- Specialized Islamic Banking Products
- The advanced Level of Star system
- Riyadh Bank products and service work shop
- Sales force training
- Competency Workshop
- Specialized program – Time Management
- Specialized program – Sales Plan
- Specialized program – Service Excellence
- Certified supervisor banking
- (RBPFC) The Retail Banking Foundation Certificate from the Institute of finance

Computer skills

Familiar with Microsoft Office Applications such as Word, Power Point, Internet, Outlook, Access, Excel ...etc.