



EMAN ALAWAMI

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Payroll officer | Administration

OBJECTIVE

Seeking for an opportunity where I can apply my education, skills, and experience, while making a significant contribution in a way that benefits the company and for my own career growth.

EXPERIENCE

Payroll officer | United Group. 2020- Recent

Receptionist | United Group. 2019-2020

Receptionist | Al-Mouasat medical services. 2018-2019

Marketing coordinator | Saudi cancer society. 2 months internship 2018

Administration | Lincoln college. 2 months internship 2017

EDUCATION

High Diploma | small business management. 2015-2018

Cambridge English certificate. 2015-2017

COURSES

Excel advanced course 2021

Customer care 2021

Project management professional course 2020

Digital marketing skills course 2020