

Afnan Al-Mutairi

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Summary

Diploma's Degree in financial and banking management , (Expected to graduate)

I am practical, organised, flexible, a good team player. And I always strive to achieve the best in my work and the continuous development of my skills and experiences.

Education

Diploma of Financial & Banking Management

King Saud University

2021 – present

Diploma of Small Business Management

Hertfordshire London Unaizah Female College (2018)

Professional Experience

In Secretary of the Covenant and Procurement

Dora Charitable Society

10/2021 – 12/2021

Training in office work

Educationa Supervision Office In Unaizah

2019

Training in office work

Unaizah Women's Charity

2017

Training in the medical records department

King Saud Hospital in Unayzah

2016

Courses & Certification

Basics of customer service

Academician Monsha'at

Preparation of reports

Imam Abdulrahman Bin Faisal University

Microsoft office Excel

Hertfordshire London Unaizah Female College

Microsoft office Word

Hertfordshire London Unaizah Female College

Personal and Professional Skills

Organisation and Planning

Teamwork

Flexibility

Attention to detail

Problem Solving

Sense of Responsibility

Certificate in Microsoft Office Excel

Certificate in Microsoft Office Word

Languages

Arabic

Native language

English

Professional proficiency