

Faisal Hassan Hazazi

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OBJECTIVE

I am seeking to work in a challenging and stimulating environment where I can develop my skills and acquire new experiences. I am dedicated to contributing to the success of the company by delivering my best performance and working diligently to achieve set goals. I look forward to being part of a collaborative and dynamic team where creativity and innovation are valued. I am motivated to continuously improve myself and my skills, and I am excited to join your team where I can contribute to various administrative roles.

EDUCATION

King Saud University

College of Applied Studies and Community Service

Diploma in Banking Business

Year of Graduation: 1431

EXPERIENCE

Al Kaffary Group

HR and Administrative Specialist | 05/01/2014 To 02/09/2024

- Recruitment and Career Guidance Management.
- Payroll and Benefits Calculation, and Incentive Management.
- Implementation of Administrative Policies and Procedures.
- Performance Management and Evaluation.
- Efficient Organization and Management of Files and Documents.
- Supporting Management in Organizing Events and Meetings, and Preparing Reports.

Riyadh Bank

Operations Banker | 9 months

- Executing and processing financial transactions such as withdrawals and deposits.
 - Inspecting checks and bank transfers to ensure their accuracy.
 - Assisting customers in resolving their financial issues.
 - Preparing financial reports.
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SKILLS

- Clear and effective communication with customers.
 - Organizing tasks, appointments, and managing time effectively.
 - Dealing with pressure and handling difficult situations.
 - Accuracy and attention to detail.
 - Working effectively within a team.
 - Flexibility and adaptability.
 - Problem-solving in the best possible way.
 - Proficiency in computer usage.
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COURSES

- Computer course titled | Computer Applications, provided by the Saudi Academy for Languages and Training for a duration of | three months.
 - Course titled | Excellence in Customer Service, provided by the Othaim Institute for Training for a duration of | two days.
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LANGUAGES

- Arabic.
- English.