

Ghalia Ghazi Al-Harbi

General Administration

CAREER OBJECTIVE

- My ambition is to join a professional work environment that enables me to develop my practical skills, achieve my goals, and contribute to the development of the workplace that I will work with to achieve common goals.

QUALIFICATION

- King Faisal University
- General Administration

COURSES

- computer
- Administrative empowerment
- Total Quality Management
- Executive secretarial and office management
- Financial management and accounting

EXPERIENCE

- **the National Bank**
4/10/2022 to 11/13/2022
 - Raising reports and sending e-mails
 - Raise financial claims and raise customer requests and complaints

SKILLS

- Computer proficiency and the use of Microsoft office programs
- time management
- sense of responsibility
- Work under pressure
- Speed in learning everything new



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