



07-11-1997 M



single



Dammam



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## SKILLS

Using the computer , Microsoft Office and Visio program

Teamwork

Work under pressure

Problem solving

Good dealing with others

## Objective

Joining a professional work environment to enable me to develop my skills and to contribute in the development of the work place

## LANGUAGES

Arabic and English

# Bashaier Basheer Alsayegh

## Education

2018-2020

Diploma degree in business banking

GPA : 4.7

Institute of public administration ( IPA )

Important materials ( statistics , fundamental of credit , accounting and banking operations )

## Experiences

-Insurance clerk ( 01-2021 ) - ( 03-2021 )

insurance clerk in ALZAHRA HOSPITAL for 3 months Sending patients' Cases in inpatient and outpatient clinics to insurance companies and the MOH .

-Clients accountant ( 08-2020 ) - ( 12 - 2020 )

Clints accountant in ALMUNTAZAH MARKET for 5 months.

-Saudi Customs ( 01 -2020 ) - ( 03-2020 )

Coop training in SAUDI CUSTOMS for 3 months specifically in managing organizational excellence, worked on transferring procedures for land, sea and air outlets to the visio program.

## Training courses

Build and design business procedures in the visio program ( 2019 )

A course in financial accounting principles

A course in Mixed Work Environment Ethics ( 2020 )

A course in the rules of job behavior and work ethics through the IPA ( 2019 )

## ACHIEVEMENTS

Participant in the health volunteer program to combat the Covid - 19 virus ( 2020 )

certificate of achievement in the misk program for career preparation ( 2020 )