

# Fatimah Aleid

## Business Banking

📍 Eastern Province, KSA

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### Objective

A passionate, highly skilled certified in Business Banking with a Diploma degree, graduated from Institute of public administration (IPA). Seeking to apply the acquired academic knowledge and work experiences with an organization provides me with an opportunity to utilize and develop my technical skills and expertise to grow along with firm's goals and vision.

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### Education

JANUARY/2018 - APRIL/2020

**Diploma Degree in Business Banking | Institute of Public Administration (IPA), AL-Riyadh, KSA**

❖ **Cumulative GPA: 4.73/5.00**

❖ **Courses**

- Introduction of business | IPA 2019
  - Economics of Money | IPA 2019
  - Banking Operations | IPA 2019
  - Statistics & Finance Mathematics | IPA 2019
  - Accounting Principles for Financial Institutions | IPA 2019
  - Fundamental of Credit | IPA 2019
  - Marketing Services | IPA 2019
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### Experience

JUNE /2019- JULY/2019

**Administrative Assistant Summer Training | Letchpro company, AL-Khobar, KSA**

As a representative of Letchpro company, Organizing and preparing time of meeting , Organizing emails , Help in the financial department.

FEB /2020- MARCH /2020

**Business Banking COOP | Arab National Bank, Safwa, KSA**

Dealing with customers and assisting the general manager and employees in the tasks of data mobilization, printing and online service

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## Certifications

- Secretarial course 2020
  - Course in office management 2020
  - Report writing course 2020
  - Real Estate Marketing in Riyadh chamber 2020
  - HR in Institute tife 2020
  - Dealing with superiors in IPA 2020
  - Communicate skills 2019
  - Skills of dealing with work pressures in IPA 2018
  - University Life Skills in IAU 2017
  - The authorized adobe training course 2017
  - Saudi Aramco Summer Program 2014
  - Volunteer Festival at Tarout Charitable Society 2011
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## Skills

- Proven leadership skills and ability to motivate
  - Ability to work with a team or independent
  - Excellent in providing simpler solutions
  - Microsoft office application exporter
  - Ability to work under pressure
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## References

Transcripts, certificates and references are available upon request.