

# **Taghreed Salem Saleh**

Saudi Arabia - Riyadh

E: [Taghreed.salim@outlook.com](mailto:Taghreed.salim@outlook.com)

[Tel: 0562599642](tel:0562599642)

## **Education**

### **Institute of Public Administration 2018 - 2020**

- Diploma of Business Banking degree 4.68

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## **Courses & Training**

### **Samba Financial Group**

- I Trainee during the period of January 26, 2020 to April 2, 2020 In the Trade Operation Department

### **Ethrai Courses**

- Job codes of conduct and work ethics
- VAT in light of the kingdom's 2030 vision
- Budget management

### **British Council 2017**

- General English - Course at level Beginner

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## **Skills:**

### **Computer skills:**

- Microsoft word, Excel and outlook
- Data entry

### **Communication Skills:**

- Customers service
- Nonverbal Communication

### **Effective time management**

## **Solving problems**

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### **Language:**

Arabic – Native

English – Speaking , Writing , Reading