



Haneen Aljaleimi

Accountant

✉ Alhan943@gmail.com

🏠 Khobar, Saudi Arabia

🇸🇦 Saudi, Saudi Arabian

☎ +966 54 919 5867

📅 22 years old

📍 Wales

👤 Single

LANGUAGES

Arabic

English

INTERESTS

Travelling

Photography

Reading

Writing

SOCIAL NETWORKS

 @Haneen Aljaleimi

EDUCATION

Diploma of Accounting

International Technical Female College - Khobar, Saudi Arabia
- From December 2018 to June 2022

High School

Fourteen High School - Hufuf, Saudi Arabia - From 2017 to 2018

WORK EXPERIENCE

Administrative Coordinator

Security Forces Hospital - Al Hufuf, Saudi Arabia - Since June 2022

- Entering the Patient Data and proceeding with their applications.
- Registering the new patient in the hospital system.
- Creating and executing schedules, communicating with staff or patients who need assistance, and keeping organized records.
- Creating appointments for the patients and receiving their calls.

Cashier (Part-Time)

Layali Babel Restaurant - Al Hufuf, Saudi Arabia - Since July 2022

Operates a cash register, communicates with customers, and assists other restaurant staff as needed including processing credit card payments, accepting cash payments and making changes, and using a point of sale (POS) system for transactions.

Retail Salesperson

Kottouf Sweets - Hufuf, Saudi Arabia - From March 2021 to September 2021

- Greets and interacts with customers.
- Answers customers' questions about the merchandise.
- Retrieves merchandise from sales floor, stock room, or other inventory locations; places special orders.
- Collects payment using the store point of sale system.
- Performs other duties as assigned.

SKILLS

Expense Reporting

Financial Reporting

Teamwork

Communication

COMPUTER SKILLS

MS Office

Excel, Word & PowerPoint