

Duaa Saleh

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Personal Profile :

Nationality : Saudi

Date of Birth : 16/11/1990

Marital status : Single

Address : Al-Ahsa

Objective :

Utilizing my personal skills to achieve the goals of the organization, contribute to its success and always ready to learn new skills and take responsibility

Education / training courses (on line)

Diploma Accounting - Technical College - 2012

COURSE ON LINE : BASIC ENGLISH 1: ELEMENTARY AND

COURSE ON LINE : BASIC ENGLISH 2: PRE-INTERMEDIATE FROM KING'S COLLEGE LONDON

CUSTOMER ATTRACTION SECRETS COURSE - 2021/1442

TRAINING OF TRAINERS COURSE - 2020/1442

CUSTOMER SERVICE COURSE - KNOW YOUR CUSTOMER - 2021/1442

CHARISMA SUCCESSFUL COACH COURSE - 2020/1442

PUBLIC SPEAKING COURSE - 2020/1442

REWAQ: CUSTOMER CARE COURSE - 2020/1442 AND EXCEL PROGRAM COURSE - 2018

Work Experience or Training Experience

ACCOUNTANT – ALTERNATIVE GRASS COMPANY – (3 MOUNTH) 10/12/2017-11/3/2018

Checking and analyzing operating expenses with available invoices, classifying and collecting them in an Excel program

Making accounting entries and related documents, then printing and organizing them

Recording accounting operations [expenses, banking operations, customers, suppliers ...], Reconciliation of bank accounts, accounts of customers and suppliers for months 11 and 12

Review salaries and balances for the fiscal year

4 Years of experience in managing an Instagram store for selling products

Managing the Instagram account, designing simple content, responding to inquiries, coordinating and tracking shipping and delivery

Dealing with customers, before and after sales services) Tracking shipments, their opinions and discussions

Accuracy and attention to customer satisfaction and dealing with honesty, credibility and quality with everyone

Skills :

Microsoft office, Ability to work in groups, Work under pressure, Good communications with people, Planning, Research, Flexibility/Adaptability, Listening, Ability to Give Constructive Feedback, Innovation, Motivating, Collaboration, Creativity, Patience, Responsibility, Responsibility, Commitment, Persistence

Languages :

Arabic Native ●

English Fluent ●

References :