

# Hailah Ibrahim Al-Matroudi

## OBJECTIVE

I seek to develop the work environment in which I am, gain experience, reach my goal and the job I aspire to reach, and highlight the effective role in a competitive work environment to provide the best.



Riyadh



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23 / 12 / 1994

## QUALIFICATION

### Princess Nora bint AbdulRahman University

- Diploma in Business Administration (Management Sciences) – 2015 : 2017
- Professional license basics of retail banking from the Central Bank 2022

## EXPERIENCE

### Al Rajhi Digital Commercial Services Company

- Digital Business Services Administrator- 4/12/2021 until now ALRajhi bank

## VOLUNTEER WORK

### National Committee for the Welfare of Prisoners (Tarahum)

- First Class Teacher – 20 Days 10/03/2021

### Princess Nora bint Abdulrahman University

- Organizing courses – 3 months 06/06/2017

## SKILLS

- Teamwork
- Time Management
- Effective Communication
- Computer Proficiency
- Decision Making
- Problem Solving

## LANGUAGES

- Arabic: Native
- English: Beginner

## COURSES

- **Cyber Security**, Technical and Vocational Training Corporation – 1/2/2021
- **Future Makers**, Misk – 1/4/2021
- **International Accounting Standards in the Sector Part Two**, Doroob – for 13 hours 9/30/2020
- **International Accounting Standards in the Public Sector Part One**, Doroob – for 5 hours 8/21/2020
- **Polarization and Selection**, Enrichment – for 38 hours 5/23/2020
- **Information Crimes**, Enrichment – for 49 minutes 5/21/2020
- **Introduction to Facilities Management**, Riyadh Chamber – for two hours 13/4/2020
- **Information Technology in the Workplace (Creativity in Presenting Information)**, Doroob – for 50 Hours 5/1/2020
- **Project Management: Quality and Human Resources Management**, Doroob – 5 Hours 4/17/2018
- **The Art of Leadership**, Princess Nourah bint Abdulrahman University – for two hours 30/3/2017
- **The Art of Time Management**, Princess Nourah Bint Abdulrahman University – for two hours 29/3/2017
- **Self-Building Series: Education and Continuing Development Skills**, Doroob – 17/1/2017
- **Executive Secretarial Series: Positive Interaction**, Doroob – 12/26/2016
- **Language of work**, Princess Nourah bint Abdulrahman University – for two hours 10/30/2016