

KHOLOOD BIN MAHFOOZ

Looking forward to a new challenging opportunity that provides me satisfaction, self-development, and helps me achieve personal goals where I can utilize my knowledge and skills to grow, expand, and accomplish the organization's aims.

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Work experience

Data entry 3/5/2020 - 29/7/2020

AL GIHAZ CONTRACTION COMPANY

- Corrected any data entry error to prevent later issues such as duplication of data degradation.
- Reviewed and updated client correspondence files and database information to maintain accurate records.
- Entered client information into databases quickly and with minimal errors.
- Identified data entry errors and reported to the necessary departments.
- Completed data entry tasks with accuracy and efficiency.
- Reviewed completed work for compliance with regulations.
- Verified accuracy and validity of data entered in databases.

Education

Diploma Degree MAY 2016 - APRIL 2019

Small Business Management

Courses

- Customer services Skills
- Human Resource Management
- Management of volunteer work
- Excellence in the management of public relations

Activities & Interests

- I worked child's day as a volunteer, organizing children, and doing activities for them at king Fahd library.
- I worked on publishing a new application for the Red Crescent
- I worked as a volunteer on Aramco's Stamina program
- I worked as an organizer for a red crescent

Skills

Time management



Skills

Customer services



Skills

Work under pressure



Skills

MS Office



Skills

Teamwork

