

Muneera Abdulaziz Bin Hassan

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Riyadh - Date of birth: Nov 25, 1993

Objective

I have a great passion for working in a place that has always been interested in development and productivity and scientific research in order to increase my scientific and practical experience.

Education

Diploma of **Accounting** 2017
Al-Imam Mohammed Ibn Saud University

Experience

- ❖❖ Accounting at **Riyaadh Althekr School** Jun 2017
- ❖❖ Social Media Specialist at **SACO** Nov – Dec 2017
- ❖❖ Human Resources Specialist at **ALRASSAM COMPANY** Feb – Aug 2018
- ❖❖ Customer Service representative at **Saudi eGovernment Program** Aug 2019 – sep 2020
- ❖❖ Quality Analyst at **Saudi eGovernment Program** Oct 2020 –Aug 2021
- **Communication with Government Agencies Through the (CRM) System**
- **Experience in Government Websites**

Courses

- ✓ SMACC Accounting Program Course
- ✓ Customer Service Course
- ✓ Crisis Management Course

Skills

- ✓ Microsoft office(Excel, Word , PowerPoint).
- ✓ Communication.
- ✓ Teamwork.
- ✓ Attention to details.
- ✓ Eager to learn.
- ✓ Data Analysis .
- ✓ Quality Assurance.
- ✓ Social Media .
- ✓ Time Management .

Languages

- ✓ Arabic (Native speaker).
- ✓ English (intermediate).