





# MANIE ABDULRAHMAN AL-HUSSEIN

## PERSONAL INFO

-  +966 540487774
-  mania19901410@gmail.com
-  Riyadh
-  31/05/1990

## LANGUAGES

- Arabic 
- English 

## COMPUTER SKILLS

- Word 
- Excel 
- PowerPoint 

## OBJECTIVE

I seek to enhance and develop my skills in the scientific, practical fields, and progress the work organization to the utmost degree of flourishing and to be part of the organization and supporting it through applying what I know of academic skills and knowledge.

## EDUCATION

- Diploma in Business Management ( Banking )**  
Shaqra University  
Graduation year : 2011

## EXPERIENCES

- National Commercial Bank**  
Teller - Head Tellers - Operations Manager  
08/2012 - Present

## COURSES

- Data entry and word processing - 240 hours
- Detecting Counterfeit Currency
- Self development
- Effective communication skills
- Customer service skills
- Effective practical writing skills
- Certified Credit Counselor
- Foundation Certificate in Retail Banking 1
- Foundation Certificate in Retail Banking 2
- Currency Exchange and Transfer

## PERSONAL SKILLS

- Organization, time management
- Communication Skills
- Research and analysis skills
- The ability to solve problems
- Ability to work effectively with team members