

Shatha A AlGhamdi

Saudi Arabia - Riyadh

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Telephone: [+966 533066131](tel:+966533066131)

E.mail: shathaahmed585@gmail.com

Objectives

I am an ambitious, patient, responsible, hardworking, committed, self-motivated, and an enthusiastic person. I have the ability to work effectively in teams and will work wholeheartedly. Also, I am a highly detail orientated person and a good problem solver. My communication skills are at their best, as well as my writing skills. I very much enjoy multitasking, as I am good at it, especially in a fast-paced environment. I have an interest in several fields Such as marketing ,

work Experience

Financial Management 6 Years (Account receival And Insurance ((MEAHCO)
Costumer service advisor 1 Years (SGH)
Department manager 3 Years (Fawaz Alhokair)

Education

- imam Muhammad Ibn Saud Islamic university (**financial management**)

Special Skills

- Writing & Communication skills.
- Fluent with Microsoft word, excel, and PowerPoint.
- Fast typing in Arabic & English.
- Strong work ethics

Languages

- Arabic: Native speaker
- English: Excellent