

# **Reema Abdullah Altheeb**

**Kingdom of Saudi Arabia, Riyadh**

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## **Profile**

**Enroll in the professional work environment that enables me to develop my practical and educational skills in order to achieve my goals of living and to contribute to the development of the work environment.**

## **Education**

King Saud University, Riyadh

Banking, GPA (4.07/5)

## **Experience**

### **Bidaya Home Finance**

**Finance 6 Oct-5 Nov**

- Reconciliation
- Debt Collection
- Create a bank exchange bond

**Human Resources 8 Nov-17 Dec**

- Contract Employee

## **Courses**

- Introduction to the basics of insurance, Dorroob, 2020
- Analysis and treatment of budget problems, Institute of Public Administration, 2020
- Basics of the English language, Almujaaz Institute, 2019
- Work ethics, Alidrisi Educational Training Institute, 2018

## **Skills**

- Ability to Work in Computer Very Well Microsoft (Words – Excel – Power Point)
- Writing speed
- Work Under Pressure
- Effective Communication

## **Language**

- Arabic
- English