

OBJECTIVE

I'm organized employee able to apply time management in various environments. I would be interesting for opportunities that can improve me to utilize my skills, and to work with other professionals to improve my knowledge.

EXPERIENCE

Operation Manager	Jul / Aug 2023
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Eventful Summer Training

- Managing customer reservations and liaising with service providers.
- Conducting training sessions for service providers on reservation management.

Barista / cashier	Oct / Dec 2022
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Oji cafe

- Serve quality coffee and bakery items, efficiently addressing orders and customer inquiries.
- Accurately handle cash and credit cards.

Data Entry	May / Aug 2021
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Al Borg Diagnostics

- Input customer data and record tests and results from source documents.
- Verify financial records and collect patient charges.

EDUCATION

Bachelor of Insurance & Risk management.	2020 - 2025
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Al-Imam Muhammad Ibn Saud Islamic University	GPA: 4.58/5
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Training & Certifications

Foundation Risk Management Qualification in Financial Services (RMFS)	The Financial Academy	2024
Insurance Foundations Professional (IFCE)	The Financial Academy	2024
Risk Management	International Business Management Institute	2024
The student clubs unit (operations team)	Imam university	2024
Member of risk management club (HR)	Imam university	2023

SKILLS

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- Time management
 - Leadership
 - Communication skills
 - Team work

LANGUAGES

- Arabic Arabic: Native

- English: Good