

Najlaa Abdullah Alkahtani

+966 552 429 429

najlaaalqhtani@gmail.com

Riyadh, Saudi Arabia

SUMMARY

Holder of a Diploma in Banking and Insurance, with expertise in financial analysis, risk management, and insurance underwriting. Complemented this with a Bachelor's Degree in Applied Linguistics, gaining proficiency in linguistic analysis, language assessment, and translation. Integrated skills from both disciplines to effectively manage financial operations and apply advanced language techniques in various professional contexts and contribute to organizational success.

EXPERIENCE

Ministry of Education | Saudi Arabia

Trainee | for 3 months

- Applied linguistic theories to support language education initiatives and curriculum development.
- Assisted in evaluating and improving language assessment tools and methodologies.
- Contributed to research on language acquisition and learning outcomes within educational settings.
- Supported the development of language training programs and resources for educators.
- Engaged in tasks related to analyzing educational data and assessing language proficiency.

EDUCATION

Diploma in Banking and Insurance | Present

- Analyzing financial statements and understanding key banking operations and financial services.
- Studying risk management principles and the structure of various insurance policies.
- Learning investment strategies and portfolio management techniques.
- Gaining knowledge of regulatory compliance and financial regulations affecting the industry.

Princess Nourah bint Abdulrahman University - College of Language | Saudi Arabia

Bachelor Degree in Applied Linguistics | GPA=4.66 with excellent Grade | 2021

- Analyzed and applied various linguistic theories and principles to understand language structure and use.
- Conducted extensive research on language acquisition, learning processes, and bilingualism.
- Examined sociolinguistics to understand the relationship between language and social factors.
- Studied methodologies for language assessment, testing, and evaluation to measure proficiency and effectiveness.

CERTIFICATION

- Associate in Project Management (CAPM)®

OTHER

● Technical Skills:

- Linguistic Analysis.
- Language Assessment.
- Translation and Interpretation.
- Research Methodology.
- Financial Analysis.
- Risk Management.
- Investment Strategies.
- Insurance Underwriting.
- Computer Skills.
- Microsoft Office Suite.

● Soft Skills:

- Adaptability.
- Communication.
- Organizational Skills.
- Decision-Making.
- Interpersonal Skills.
- Problem-Solving.
- Time Management.

- Conflict Resolution.
- **Languages:** Arabic, English.