

Saja Tawfiq Abdul Rahman Almuteb

OBJECTIVE

Joining a professional work environment that enables me to develop my practical and scientific skills, gain new experiences, and be an effective and productive member to achieve success and contribute to the development of the employer in which I work.

EDUCATION

High School Certificate

- Natural Science Section
- Graduation Year: 10/2013

Entrepreneurship Association, King Saud University

- Diploma in Business Administration
- Graduation Year: 11/2021

EXPERIENCES

Smart Link Company - Dammam

- Supervisor – (01/2017 – 11/2017)

Abdul Rahman Saad Al Sharhan & Partners Exchange Company - King Fahd Airport, Dammam

- Chief teller– (11/2017 – 02/2022)

PROFESSIONAL CERTIFICATE

The Financial Academy - Dammam

- Passing the professional test for exchange and transfer – (12/2021)

COURSES

Money Experts Institute - accredited Technical and Vocational Training Corporation – Alkhobar

- The skills of detecting counterfeiting and forgery – (10/2019)
- Internal Audit - (10/2019)
- Anti-Money Laundering and Terrorist Financing – (10/2019)


Prince Nayef Center - King Fahd Airport, Dammam

- Dealing with people with special needs for customer service staff – (03/2019)

Financial Leaders Center for Training - Alkhobar


- Anti-money laundering for exchange companies – (02/2018)


CONTACT

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 King Fahd suburb

 09/02/1996

 Saudi

LANGUAGES

- Arabic
- English

SKILLS

- Computer Proficiency
- Microsoft Office Proficiency
- Time Management and Punctuality
- Ability To Solve Problems
- Work Under Pressure
- Communicate Effectively
- Leadership and Responsibility
- Teamwork
- Flexibility At Work