

Jmilah Ali Al-Zahrani

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Summary

Highly motivated professional with over 19 years of experience in administrative, financial, and educational roles. Skilled in using MS Office and specialized software for data entry, accounting, and organizational tasks. Proven ability to manage administrative operations skilled in problem-solving, customer service I want to secure a job opportunity in a professional work environment that allows for the continuous development of my practical and academic skills, while contributing to the success of the organization I work for by accomplishing assigned tasks and achieving shared goals.

Skills

Computer Skills | Microsoft Office applications | Financial Accounting | Communication Skills | Customer Service | Task management and problem-solving skills. | Adaptability and Development |

Experience

Am Al-Qura School

Teacher 2007-2011

Am Al-Qura School

Administrator 2012-2015

Al-Taleem Al-Awwal School

Administrator and Financial Accountant 2016-2021

Alam Ha Center

Alam Ha Center 2022-2024

Education

Bachelor's Degree in Arabic Language (Grammar and Morphology) – Graduation year is 2020

Courses

Diploma in Computer Applications
Customer Service Course
Persuasion and Change Skills Course
Motivation Skills Course
Train the Trainer Course
Human Resources Specialist Skills Course
Administrative Creativity and Excellence Course
Understanding Planning Course
E-Commerce and Marketing Skills Course
Report Writing Skills Course
First Aid Course

Languages

Arabic
English