

# NOURA ALLOWED

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Day of Birth: Apr 25<sup>th</sup>,1995

Nationality: Saudi



## OBJECTIVE

Fresh graduate seeking for career in finance to effectively utilize and exhibit my knowledge and skills acquired in the field of Business Administration to the best.



## EXPERIENCE

21<sup>ST</sup>JAN ,2018 – 10<sup>TH</sup>MAY ,2018

**Customer service, RIYAD BANK**

Working in customer service department during cooperation internship.

- Using Oracle Siebel software.
- Open accounts for clients.
- Solve client's problem in their account.
- Issuing credit card.
- Follow up the progress in client personal loans.
- Modifying client SAMA classification.



## EDUCATION

2013 - 2018

IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

- Bachelor of Science in Banking and Finance, Collage of Business Administration.
- GPA 3.88\5



## TRAINING COURSES AND WORKSHOPS

- General English course from British council on Oct 14<sup>th</sup>, 2018.
- Problem solving in the workplace course through Dorooob program on Sep 26<sup>th</sup>,2017.
- Conversational English Skills course through Dorooob program on Sep20<sup>th</sup>,2017.
- Presentation skills workshop from Collage of Business Administration on Mar 7<sup>th</sup> , 2017
- Time management workshop from university counseling center on Oct 23<sup>rd</sup>,2016
- Online trading course from deanship of university studies on Oct 20<sup>th</sup>,2015



## SKILLS

- Team working.
- Working effectively under pressure.
- Determining priorities and time movement.
- Communication skills.
- Computer skills, using Microsoft office.
- Adaptability