

Meznah Alsubaie

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OBJECTIVE

Seeking a position in a dynamic company where I can grow professionally, enhance my skills, and contribute to the success of the organization while continuously learning and taking on new challenges.

EDUCATION

Imam Abdulrahman Bin Faisal University, Dammam, Saudi Arabia

- Bachelor of Information Science
 - GPA: 4.01 out of 5.00
 - Graduation Date: 06/2022
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EXPEREINCE

Alinma Bank

- **Comprehensive Banking Officer – (06/2023 - Present)**
- Provide customer support and banking services, ensuring high levels of customer satisfaction.
- Assist clients with investment and credit needs, offering tailored financial advice.
- Process daily and monthly financial reports for management review.
- Collaborate with team members to streamline banking processes and achieve departmental goals.

Maestro Pizza by Daily Food Company

- **Human Resources Specialist (Tamheer Program) – (11/2022 – 06/2023)**
 - Supported recruitment, onboarding, and employee performance evaluations.
 - Conducted interviews and screened resumes for potential candidates.
 - Organized and coordinated training programs for new hires.
 - Prepared and maintained recruitment progress reports.
 - Developed strong communication skills with employees and senior management.
 - Ensured compliance with company policies, labor laws, and regulatory guidelines.
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SKILLS

- **Strong Communication and Interpersonal Skills**
 - **Proficient in Microsoft Office Suite (Word, Excel, Powerpoint)**
 - **Ability to Generate and Analyze Financial and Performance Reports**
 - **Experienced in Customer Service, Relationship Management, and Problem-Solving**
 - **Investment and Credit Advisory Skills**
 - **Team Collaboration, Creative Thinking, and Time Management Skills**
 - **Strong Organizational Skills**
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LANGUAGES

- Arabic
- English