

# Lujain Abdulghaffar Bazuhair



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30 March, 1993

## EDUCATION

Bachelor of Arts in  
English Language &  
Literature (UAE)

Overseas Family School  
(Singapore)

## WORK EXPERIENCE

### Administrative Assistant

#### King Abdulaziz University

10/2020 - Present

Jeddah, KSA

*This position gives me the chance to be capable in different areas. Also, it provides me with a strong foundation in computers and office procedures. one of the most important roles for this position is to interact with lots of different people which developed a strong problem-solving skill and polished my communication skills (written and verbal). I gained the best strong organizational skills with the ability to multitask. Being an admin assistant, it means you must be an excellent time manager and prioritize the work.*

- I have developed a strong skill set including in-depth data management expertise.

### AML Investigator / compliance department

#### National commercial bank (Alahli Esnad)

08/2016 - 09/2020

Jeddah, KSA

*In this position, I conduct detailed investigations of complex criminal activities and collect, analyze and write detailed case reports, file and maintain records. This position makes me knowledgeable about the pertinent rules and laws relating to AML interrogations and about the most recent equipment and technology. Additionally, I have a strong background in working with different departments to assure those investigations are carried out in a well-organized and effective manner.*

- I have developed a strong skill in having high attention to details and knowledge on how to collect and present evidence.

### Customer service

#### Daim Al-Khair

04/2016 - 07/2016

Jeddah, KSA

*This position helps customers with complaints and questions, give customers information about products and services, take orders, and process returns. By helping customers understand the product and answering questions about their reservations*

- I have developed a strong skill in communication and being patient.

## CERTIFICATES

### Administrative supervision (2020)

online

### Information crimes (2020)

online

### Basics of information security (2020)

online

### Retail Banking Professional Foundation Exam (2019)

Jeddah

### IMTF Compliance Round-Table (2019)

Dubai

### Information Security (2019)

online

### Compliance (2019)

online

### Anti-Monet Laundering (2019)

online

### IELTS

Singapore (2011) - Dubai (2016)

### Computer (2009)

Jeddah

### Microsoft office (2009)

Jeddah