

# NOURAH M. ALMOAILI

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📍 Riyadh

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Document scrutiny and collection of applications for visa processing . Handle customer and applicant queries personally or via email , telephone . Handle cash and bank related transactions . Taking Biometric of customer

## EDUCATION

● Bachelor's degree  
Princess Nourah University ( 2020 )

## EXPERIENCES

● **Team leader** Jul 2020 \_ Present

Managing a team . Solving the problem either at center or from Embassy side. taking care of passports collection. Responsible about customer quires and solving their issues.

● **Operation officer** Jun 2019 -Jul 2020

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## CORE COMPETENCIES

- Specialized Translation .
- Consecutive Interpreting .

## SKILLS

- Translate from English to Arabic and from Arabic to English .
- Ability to work alone or with team
- Ability to learn new skills quickly
- Fast Learner .
- Great attention to detail
- MS office .
- Work under pressure .

## LANGUAGES



Arabic



English