

Sara Al-Hajri

Banking & Insurance Professional

Eastern Province | 0564634148 | Sara.j.91.h@gmail.com

Professional Summary

Motivated and detail-oriented banking and insurance graduate with hands-on training in customer service, HR, and administration. Eager to grow in a professional environment within the financial and insurance sectors.

Experience

- Administrative Assistant, Saudi Petrochemical Factory
- Managed documentation, scheduling, and communication.
- Assisted HR and client support departments.
- Intern, Ministry of Human Resources (6 months)
- Worked across departments: customer service, inspection, digital support, and settlements.

Education

- Professional Diploma in Banking and Insurance, King Faisal University, 2025

Certifications

- Administrative Leadership
- Project Management (PMP Basics)
- Human Resources Management
- Customer Service Excellence
- Office Computer Applications
- Basics of Retail Banking
- Fundamentals of Retail Banking

Skills

- Customer Service and Communication
- Administrative and Organizational Skills
- Digital Literacy and Office Tools
- Team Collaboration
- Time Management

Languages

- Arabic: Native
- English: Good