

REEMA ALAMMAR

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SUMMARY

Motivated and dedicated individual seeking a professional opportunity to develop skills and gain practical experience. Known for being reliable, quick to learn, and a strong team player with a high sense of responsibility. Aiming to contribute effectively within a professional team and grow in a supportive, goal-driven environment.

WORK EXPERIENCE

COOP Training SAAB Bank

Jan 2021 - April 2021

- Assisted in tasks related to budgeting and financial data analysis.
- Worked with Point of Sale (POS) systems and gained hands-on experience in managing related operations.
- Prepared and monitored daily financial reconciliations and budgets.

COOP Training SERA

Jan 2025 - May 2025

- Prepared and organized reports related to economic indicators and data analysis using Excel.
 - Managed and digitized paper-based guarantees into a well-structured electronic database.
 - Participated in reviewing annual budgeting processes, financial closures, and auditing activities.
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EDUCATION

Diploma Degree

King Saud University

- Major in Banking Business.
- Final GDP: 4.95 of 5

2021

Bachelor Degree

King Saud University

- Business Administration Field of Economic.
- Final GDP: 4.56 of 5

2025

KEY SKILLS

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Proficient in using Eviews for data analysis and statistical reporting.
- Teamwork and collaboration to achieve collective goals
- Organizational and time management skills.
- Corporate communications.
- Problem solving.
- Customer service.
- Attention to details.
- Fluent in English.