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Education

PNU / Riyadh, Saudi Arabia - B.S Degree in Social Work 2014 - 2019.

work Experience

- **Data Analyst at Dorchester Estates** – (January 2020 – Present).
 - Coordinate the project (Developmental Housing) with Ministry of housing. Jan20 - Jul20.
 - Manage the Data analyst and evaluation and appraisal reports of the properties.
 - Manage the communication with real estate appraisers. Jul20 – Present.
 - Operation management of mortgage loans from banks.
 - Manage the reports and meetings with Bank representatives.

- **Public Relations at OUD Real Estate Company** (2019).
 - Administer or of all departments.
 - Facility management: coordinate with clients for any request or complaint for the his Facility – check the common facility weekly and prepare the reports.
 - Customer service for all clients – tenants of walk-in.

- **Costumer Service at Housie Mousie Kids Club Summer Camp - part time** (2019).
 - Manage the social media Accounts.
 - Manage the collection.
 - Receive the applications to join the association and review each request.
 - Manage the communication with parents – meetings, calls or online.

- **Customer Service & Organizer at Aamal Association - Co-op Training**
(2018).

- Organizer the Events.
- Receive the requests and the complaints from the members of the association.
- Receive the applications to join the association and study each case.

- **Social Worker at a Government School - co-op training - 2018.**

Other Activities

Workshop in PMP - 2020.

English Course at PNU - 2019.

Real Estate Brokerage License at Saudi Real Estate Institute - 2019.

Workshop - how to make a business plan for a telecom company At Aamal Association - 2018.

Workshop - how to design and Implementation a workshop in the curriculum of teaching techniques - 2018.

Workshop in social media marketing at leaders development center - 2018.

Workshop in achievement of Saudi Arabia girls qualifying to the labor market at PNU - 2018.

Volunteering as an organizer in breast cancer awareness campaign at PNU - 2015.

Skills

Microsoft Office Program.

Time management.

socializing and communication and Flexibility.

Fully Adapt to work within the team.

Fast Learner.

Languages

Fluent Arabic, English.