

# Mawaddah Saud Al-Madires



## Career Objective

A passionate accountant I loves specialty, my goal is to join to a high-level work team in the field Accounting in order to achieve and pass ,Work challenges and get more experience And the skill to develop my practical skills.



## Qualification



Diploma in Financial Sciences



Taibah University



Fresh graduate May 2021



Majoring Financial Accounting



Madina



## Practical experiences



Collaborative training



Madina



Obstetrics and Gynecology Hospital  
in Department of Self  
Resources "Accounting"



## Training courses



Marketing plan for entrepreneurs



Entrepreneurship course according  
to the Babson Method



INTERNET



Sports



READING



A SOCIAL  
SERVICE



Mawadasaud1422@gmail.com



0593155936



Saudi



Madina



2001/10/09



Unmarried



Languages

Arabic language



English language



## Skills



### On a personal level:



Accuracy and focus



Proficiency in the use of computer  
and office programs



Time management



Work as a team



Communication and Conversational Skills



Internet use and social communication skills



### On the scientific level:

How to calculate the salary  
of a basic employee

How to spend an accounting  
transaction

How to write a record of receipt  
of purchases for suppliers

Proficiency in writing accounting  
tables using Excel

How to calculate revenue and know the cases  
in which the receipt is canceled

How to issue a receipt and payment voucher

Writing a letter to the facility manager with the  
value of the expenses