

CV

Jumanah Abdulaziz Rashid Alhatim

Information

- Date of Birth: 04/07/1998
- Nationality: Saudi
- Social Status: Single

Contact

Riyadh – Saudi Arabia

0582214325

Jumanahalhatim@gmail.com

Personal Skills

Analyzing Information	<div style="width: 90%;"></div>	90%
Data Entry	<div style="width: 80%;"></div>	80%
Attention to Detail	<div style="width: 95%;"></div>	95%
Financial Software	<div style="width: 90%;"></div>	90%
Verbal Communication	<div style="width: 85%;"></div>	85%
Planning & Organizing	<div style="width: 90%;"></div>	90%
Oracle	<div style="width: 85%;"></div>	85%

Career Objective

Seeking to leverage exceptional accounting skills and academic knowledge to gain the entry-level accounting position at your firm. Dedicated, competent, and detail-oriented individual with the capacity to go beyond what is expected and achieve company goals.

Education

King Saud University | Diploma in Accounting
GPA: 4.22 out of 5 | Graduation date: February 2019
student at Saudi Electronics University | Bachelor of Science in Business Administration (BSBA) | Major in Accounting | Estimated Graduation date: 2023

Experience

Payroll Clerk -| King Faisal Specialist Hospital International Holding Company (KFSHI) from 19/07/2020 to 10/06/2021

Auditor | Meshari Alsuheim Certified Public Accountant from 01/01/2019 to 21/03/2019

Courses & Certificates

Zakat and Tax Course
Basics of Internal Audit Course
Principles of Financial Accounting- Accounting framework Course
Microsoft excel Course
Office 365 Course

Practical Skills

Presenting data to managers, investors, and other entities.
Maintaining accurate financial records.
Performing audits and resolving discrepancies.
Computing taxes.
Assisting management in the decision-making process by preparing budgets and financial forecasts.

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Practical Skills

Processing salary for each contracts (Permanent – Part time- Temporary) Riyadh – Almandine Branch
Processing (Relocation allowance- Education allowance – End of the year contract bones – Sign in bonus –Over time – Call time-Ticket invoices – Business leave) Riyadh – Almadinah Branch
Issuing cheques.
Deposit the cheques in AL Rajhi bank.
Covering Cheque relace office and inquiry office .
Making batches and send it and recived it from financial control.