

Ohoud Almatrafi

Accountant

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0503043723
Saudi Arabia
Saudi
28-02-1991
Married
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Work Experience

Sep 2017 Sep 2019

Accountant Assisstant

Jeddah Grammer International School
Saudi Arabia , Jeddah

- Receiving fees payment.
- Purchase Order.
- Pay role.

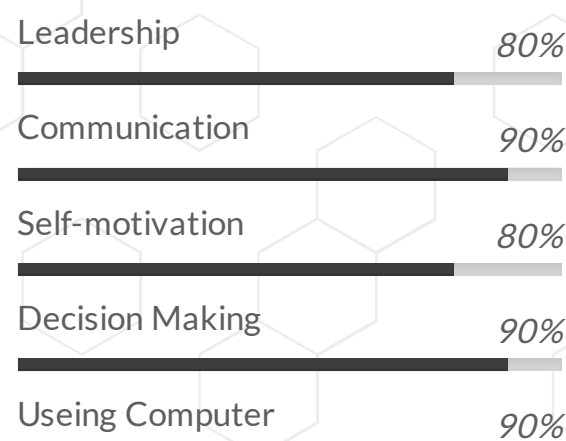
Sep 2019 Sep 2021

Administration Assisstant

Nahda Academy School
Saudi Arabia , Jeddah

- Working on Microsoft Office.
- communication with customer by Email and Phone.

Personal Skills



Languages

English ● ● ● ● ●
Arabic ● ● ● ● ●

Education

Jan 2020 Dec 2022

Accounting Diploma

Al-Qassem University
Grade Point Average: 4.88 out of 5 and overall grade
Excellent with first honors.

Mar 2014 Mar 2016

English Diploma

Dar Alhekma University
Saudi Arabia , Jeddah

Aug 2009 May 2013

Economic Money and Finance Institutions

King Abdulaziz University
Saudi Arabia , Jeddah
Grade Point Average: 3.56 out of 5.

ADDITIONAL INFORMATION

Aug 2022 **ILETS - General Exam**

IDP
Score: 5

Mar 2021 **General Cognitive Ability Test**

Score: 64

Courses

Oct 2022

International Accounting Standards in the Public Sector-Part 1

Doroob

Jul 2022

Basics of Financial Analysis

Riyadah

Feb 2021

Internal audit in government agencies

institute Publice Administration

Jun 2020

Internal Auditor -Part1


Managerial and Financial Training Center

Jun 2020

Preparation For Certified Internal Auditor -Part2

Managerial and Financial Training Center

Hobbies

 Reading  Travel

Most Proud Of



Physical Organization

Creative Thinking, Effectiveness, Productivity



Planning

Analyzing Issues, Decision Making, Project Management, Strategic Planning



Team Work

Collaboration, Delegation, Goal Setting, Group Leadership