

# Shahad Al-Anazi

Accounting

## Contact

### Address

Riyadh, Riyadh Province

### Phone

050 103 6622

### E-mail

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## Skills

Month-end reports



Budgeting



Cost accounting



Teamwork and  
Collaboration



Skilled in Microsoft Office



Motivated, highly-dedicated, and competent individual seeking an entry-level position in the accounting sector to use my expertise in accomplishing tasks within deadline and providing maximum customer satisfaction.

## Work EXPERIANCE

2022-01 -  
2022-05

### Planning & Programming Analyst - Intern

*Saudi Aramco, Dhahran, Eastern Province*

- Used excel to provide relevant information, evaluations and planning data for production.
- Engaged in both long and short-term project planning, strategizing for on-time, high-quality deliverables.
- Prepare annual budgets and monitor expenditures.

2020-05 -  
2021-01

### Accountant

*Reef Perfume, Riyadh*

- Answered questions about store policies and addressed customer concerns.
- Reviewed weekly sales ads and monitored price changes.
- Operated cash register for cash, check and credit card transactions with excellent accuracy levels.

2019-09 -  
2020-01

### Accountant

*Atyab Almarshoud, Riyadh*

- Helped customers complete purchases, locate items and join reward programs.
- Answered questions about store policies and addressed customer concerns.
- Restocked and organized merchandise in front lanes.
- Monitored self-checkout systems and provided assistance or intervention where required.

## Education

2020-09 -  
2022-05

### Associate of Science: Accounting

*King Saud University - Riyadh*

## TRAINING

|         |   |
|---------|---|
| 2022-03 | Writing skills By Harvard Managementor      |
| 2022-03 | Strategic Thinking by Harvard Managementor  |
| 2022-03 | Presentation Skills by Harvard Managementor |
| 2022-02 | Finance Essentials by Harvard Managementor  |
| 2022-02 | Stress Management by Harvard Managementor   |
| 2022-02 | Time Management by Harvard Managementor     |
| 2022-02 | Meeting Management by Harvard Managementor  |
| 2022-01 | Managing Your Boss by Harvard Managementor  |
| 2022-01 | Project Management by Harvard Managementor  |
| 2022-01 | First Aid and HeartSaver by Saudi Aramco    |