



Waad Ahmed Almutlag

CAREER OBJECTIVE


Looking forward to developing my career in several fields, and also working in a leading job, within a professional team, to highlight my abilities and experiences, as well as to develop my skills and gain new practical experiences..

PERSONAL INFORMATION

 Saudi - Dammam

 6-7- 1996

 Waadalmutlaq_99@hotmail.com

 0503334790

EDUCATION

Associate Diploma:

- Small Business - Accounting.

Graduation year: 2021

SKILLS

- Communication Skills.
- Work under pressure.
- Punctuality.
- IT skills.
- Self-learning.
- Creative though.
- The ability to manage tasks.
- Organization and Flexibility.

LANGUAGES

- Arabic.
- English.

EXPERIENCE

- 2021-till now
Accountant.

Customers receipt entry & settlement
Vendor Payment order creation
Petty Cash Payment order creation
Outstanding collection follow up.
Petty Cash claim entry & settlement
Supporting for yearly inventory process.
Direct invoice entry.
Govt. payment entry.
Custody Settlement entry.

- 2021 (3 Months).
Training certificate from Alkhaleej Institute

COURSES

- Accountant Certificate - SOCPA.
- A course in computer and data entry - 3 months.
- Office secretarial course - 3 months.
- English language course - 1 year.

ACHIEVEMENT

I opened a special project and accomplished a lot of it and I hope for more. I want to do British accent listening skills and I will take online classes to do it.

HOBBIES

- Web design.
- Event panning.
- Writing.
- Financial planning.