

# SHOUQ HUSSAIN ALQARHI

I seek to join in a leading region in a stimulating work environment that enables me to continue learning and harness my abilities and skills in order to serve the institution and improve it for the better, and to be an effective and productive member to achieve success and development and contribute to development and knowledge in accordance with organizational standards and policies

## EDUCATION

- \* Higher Diploma in Internal Auditing / King Saud University
- \* Office Administration Diploma / King Saud University
- \* Bachelor of History / Umm Al-Qura University

## MEMBERSHIP

- \* Member of the Saudi Organization for Auditors and Accountants

## EXPERIENCE

- \* Training in internal audit management at King Khalid Specialist Hospital
- \* Financial management and accounting
- \* International Administrative Assistant for Aluminum

## SKILLS

- \* Carrying out financial, administrative and executive tasks
- \* Leadership, supervision and control
- \* Organization
- \* Word, Excel , PowerPoint, Outlook, Photoshop

## TRAINING COURSES

- \* Fundamentals and principles of financial accounting
- \* Non-accountants' financial accounting
- \* International accounting standards in the public sector
- \* Assessment and management of assets in government agencies
- \* Value added tax
- \* Advanced risk management
- \* Crisis and disaster management
- \* Management basics
- \* Human Resource Management
- \* Total quality in the scope of work
- \* Electronic archiving and information organization
- \* Professional writing in the workplace



0566888307



shoog.888@hotmail.com



Riyadh