

Mona alturiki

Eastern, Saudi Arabia



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Summary

I am looking for a job opportunity in the eastern region in financial and administrative affairs, as an accountant or any administrative job that matches my qualifications and skills. I'm holding a bachelor's degree, and I am looking forward to joining a professional work environment that will help me gain more experience and develop my personal skills.

Experience



Accountant

Mutamm trading&contracting

Nov 2020 - Apr 2021 (6 months)

Preparing daily entries by perfecting bank reconciliations, auditing, participating in preparing the tax return, reviewing account statements for clients and preparing a report, working on the accounting secretary program and Odoo.



Sales Staff

Alsaif Gallery

Dec 2019 - Dec 2019 (1 month)

Education



technical College

Diploma of Education, Accountant

Mar 2016 - Dec 2018

Studying the basics of accounting, preparing lists, accounting in Excel, and accounting in various companies, insurance companies, banks and government accounting



King Faisal University

Bachelor of Education , Chemistry

2009 - 2015

Study the basics of chemistry, organic, physical, nuclear, analytical, biological and organic chemistry 1&2




Udacity

Cours, Product Management foundation

2021 - Present

Licenses & Certifications

 **Qyias** - Qiyas | National Center for Assessment
Step

Skills

Microsoft Excel • Management • Education • Finance • Training • Financial Reporting • Computer Science • Teamwork