

FAIZA DEYAB

ACCOUNTANT

CONTACT

+966 509669502

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Kharj, Riyadh, Saudi Arabia

License : YES | Socpa Membership : YES

SKILLS

Multitask
Fast - Self learning
Graphic design
Oracel reports
MS office
Leader ship
Teamwork
Communication
Organization skills
Planning

EDUCATION

Prince Sattam Universty

Deploma 2020 - 2022


Applied College, Business Administration
diploma in **accounting**

CECERTIFICATIONS

- Graphic Design
- Design thinking
- Legal protection of trademark
- Fundamentals of financial analyze
- English course 2B
- Sign language

LANGUAGES

Arabic 

English 

Spanish 

PROFILE

Ambitious and enthusiastic Accountant, I would like to work in an encouraging environment to help me learn more and sharpen my skills. Eight months ago I was an assistant accountant in payable and also being a treasury, in meantime i'm being a Human resource coordinator. I aspire to master payroll like overtime, vacations and salaries. I'm looking for obtain a professional certifications in my major and I see so many chances in every day to learn new things, adopt a new habits and learn more skills.

WORK EXPERIENCE

UNIVEST - DYRUP 2022 - 2023

Human resource coordinator

- Attendance management
- Payroll
- Governmental services

Assistant Accountant A/P.

Tasks:

- Responsible for Petty cash
- Review invoices for appropriate documentation before payment.
- Perform invoice and general-ledger data entry.
- Generate Transfers request orders.
- Responsible for Cash Salary.
- Being Treasurer and receiving the checks.
- Assist senior financial officers as needed.
- Dealing with Customs and Tax invoices and payment.
- Provide Staitionary Spullies for The Departmen.

Coop - Trainee

Ministety of Commerce 2022

- Collecting the value of commercial violations.

We have been trained to collect and know the violations committed by some companies.

- Formal Writing.

We have been trained to Writing Formal Letters for many governmental agencies such as Al-Dalam Municipality, Al-Kharj Municipality, and others.

- Analysis of financial statements.

We analyzed some Bank accounts by calculating the used money which was from internal and external stakeholders to evaluate business performance and value.

- Data entry.

We were trained to enter data about the companies contracted with the Ministry of Commerce and evaluate their services through the Word and Excel programs.

Volunteering

Charitable Society for the Memorization of the Holy Quran

- Public Relationship Manager.

I volunteered as a Public relations member to collect money to pay the school teachers their salaries