

Balqees AL Hussain

Riyadh - Saudi Arabia - 24. Nov.1998 |+966504114880 | balqeesbader15@gmail.com | [LinkedIn](#) Balqees Al Hussain

Education

Imam Muhammad Ibn Saud Islamic University | Riyadh Saudi Arabia

Diploma of Business Administration, Accounting. With current 4.88 out of 5 GPA. | **2020**

Udacity | Riyadh Saudi Arabia

Data Analyst Track, 1 MILLION ARAB CODERS INITIATIVE
Online Course | **Aug 2018.**

WORK EXPERIENCE

Thmanyah LLC | Riyadh Saudi Arabia

Operations Specialist at Thmanyah financial and Managerial.

Responsibilities: Financial response Financial reports, Creating and submitting Tax returns to GAZT, Follow up with clients, Collections and receipts, Processing and paying Invoices, Salary's and bounds and Accounting management. HR Managerial. | **1 Dec 2020 – present**

Saudi Stock Exchange (TADAWUL) | Riyadh Saudi Arabia

Trainee at Saudi Stock Exchange Tadawul at Finance & Support service | Procurement department.

Responsibilities: Create purchase requisitions (PO), Communicate with vendor, Vendor management | **20 Jan – 30 April 2020.**

Dar Al-Shaima| Riyadh Saudi Arabia

Secretariat, working with MS Office, Organization, and management business days, helps in admission and registration, Follow-up of personnel matters. | **1 Jan –29 Dec 2019.**

The Saudi Investment Bank | Riyadh Saudi Arabia

Summer training on CCMD, work with Excel program to inter customer data
And sorting Companies and Establishment with Excel | **14 Aug – 10 Oct 2016.**

COURSES

- Oracle Applications Consultant ,Course in financial management and accounting using Oracle applications, From Solution Makers, Depend on. (R12.x Oracle E-Business Suite Essentials for Implementers), (R12 General Ledger Management Fundamentals), (R12 Oracle Payables Management Fundamentals), (R12 Oracle Receivables Management Fundamentals), (R12 Oracle Cash Management Fundamentals) , (R12 Oracle Asset Management Fundamentals) and (R12 E Business Tax) |**21 Jun– 7 Sep 2020.**
- Future Path Career Essentials Program, From Misk Foundation. | **6 Jul 2020.**
- Accounting Fundamentals Online Course from Corporate Finance Institute (CFI) |**13 – Jan - 2020.**

- Analysis and Treatment of Budget Problems Online Course from Ethrai provided by “Institute of Public Administration - IPA – Saudi Arabia. |**27 – May- 2020.**
- VAT Online Course from Ethrai provided by “Institute of Public Administration - IPA – Saudi Arabia. |**26 – May- 2020.**
- A Seminar of The Important of Risk Management and Compliance in the General Framework of Corporate Governance in the Kingdom |**30 – April - 2020.**
- Bloomberg Essentials Online Course from Corporate Finance Institute (CFI) |**19 – April - 2020.**
- Training Course in Principles of Financial Accounting - Accounting Cycle, by Doroob and SOCPA |**31/8/2019.**
- Training course in “Basics of Internal Audit" from Riyadh Chamber |**25 – 28 Aug 2019.**
- Training Course in Principles of Financial Accounting -Accounting Framework, by Doroob and SOCPA |**2/7/2019.**
- Course in Saudi Codes that implements an initiative by Misk Charity in cooperation with the Ministry of Communications and Information Technology and STC, in programming using language | **9-JAN-2019.**
- Workshop on "How to Conduct a Feasibility Study" by the CEO of Ocean X Financial and Management Consultancy, Mr. Ibrahim Al-Zuhimeel, organized by Riyadh Chamber in cooperation with Ocean X | **30-Oct-2018.**
- Qualification of HRS program, provided by the Riyadh Chamber in cooperation with the Ministry of Labor and Human Development | **July-2018.**
- Microsoft Excel Advanced Course at Gulf Institute for Training and Education (New Horizons) Approved by Technical and Vocational training Corporation | **24 Aug – 9 Sep 2017.**
- Basic course of printing at the Gulf Institute for Training and Education (New Horizons) Approved by Technical and Vocational training Corporation | **14 Aug – 24 Aug 2017.**
- Microsoft Excel course at the Gulf Institute for Training and Education (New Horizons) Approved by Technical and Vocational training Corporation | **7 Aug – 18 Aug 2017.**
- Microsoft Word Course at Gulf Institute for Training and Education (New Horizons) Approved by Technical and Vocational training Corporation | **24 July – 4 Aug 2017.**
- English course at Al-Feisal International Academy Level (six) | **27 Apr – 24 May 2017.**
- English course at Al-Feisal International Academy Level (Five) | **26 Mar – 24 Apr 2017.**
- English course at Al-Feisal International Academy Level (Four) | **26 Feb – 23 Mar 2017.**
- English course at Al-Feisal International Academy Level (Three) | **24 Dec – 22 Jan 2017.**
- English course at Al-Feisal International Academy Level (Two) | **24 Nov – 21 Dec 2016.**
- The course of the secrets of integrated photography provided by the group Photography Club for Girls in Riyadh (GGC).

VOLUNTEER

- Contribute to the coverage and organization of the pavilion of the Society of Culture and Arts in Riyadh, and participate in the forum colours of the Kingdom of Saudi Arabia, at its sixth session at the Riyadh International Convention and Exhibition Centre from |**16-Dec -2017.**
- Coverage of the closing ceremony for autistic children on the World Autism Day held at the Meyasin School, by the centre of communication steps | **26-May-2017**
- Volunteered for the activity of (shops) of the Department of Social Service for children of cancer patients at the King Abdullah Specialist Hospital for Children in the National Guard of King Abdul-Aziz City with a voluntary group on Friday | **14-July-2017 / 19-9-1438**

SKILLS

- Fresh Books Accounting program.
- ERP (Enterprise Resource Planning).
- Computer proficiency.
- Teamwork.
- Flexibility to perform different tasks.
- Strong Leadership
- Work pressure bearing.
- Ability to develop the work environment and achieve the best results.
- **Software:** Proficient in MS Office, and Adobe Photoshop.
- **Language:** Arabic (native) / English (Advanced).