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FATIMAH AL ROOMI

OBJECTIVE

Seeking for new opportunity with professional Organization in Saudi Arabia to utilize my educational qualification, bookkeeping, and analytical skills for mutual growth and success.

WORK HISTORY

ACCOUNTANT, MESC CABLES COMPANY - FROM [APR-2019] -TO [JULY-2019]

Finance Department – Treasury management.

Responsibilities:

- Downloading and updating Bank Statements.
- Preparing Cash on Hand reports.
- Supporting on LC documents and follow up.

DATA QUALITY ANALYST, HSBC BANK SAUDI ARABIA – FROM [DEC-2017] – TO [FEP-2109]

Operation Department – Data Quality management.

Responsibilities:

- Validation and matching all the data from multiple data sources via the golden source.
- Follow up with the main department.
- Re validation the data and make sure all the documents are clean.
- Worked on HUB, CRM, GWIS systems.

CO-OP TRAINEE, SABB SAUDI BRITISH BANK - FROM [FEP-2017] – TO [MAY-2017]

HR Department – Payroll management.

Responsibilities:

- Adding, removing and editing on GOSI system.
- Preparing E-Travel reports.
- Preparing sick live reports.

EDUCATION

BA DEGREE – SAUDI ELECTRONIC UNIVERSITY – AUG 2018 - PRESENT

Major: Accountant.

DIPLOMA DEGREE – INSTITUTE OF PUBLIC ADMINISTRATION - 2015 –2017

major: Banking Operations.

SKILLS & ABILITIES

- **English:**
speaking – Reading – Writing [STEP Exam: 80 out of 100].
 - **Microsoft Office:**
Excel – Word – PowerPoint – Outlook.
 - **Communication:**
Ability to communicate information accurately, clearly and as intended.
 - **Participating & Team worker:**
More achievable in teamwork and participate, being a part of the organization.
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COURSES & VOLUNTEERING

- **Volunteering:**
Volunteering with institute of public administration in job fare.
- **Courses:**
(International Accounting Standards in the Public Sector – Part 1) Offered by DROOP program online course.
(Data Analysis) Offered by DROOP program online course.
(Introduction to Human Resources Functions) Offered by DROOP program online course.
(Financial Planning) Offered by Saudi Electronic University Online course.
(Better Polices for Better Lives) Offered by SDL (Saudi Digital Library) Online Course.
(Get Your business Online) Offered by GOOGLE online course.