

Reham Alroqi

Contact

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Skill Highlights

- Accounting Principles
- Microsoft Office
- Communication
- Problem Solver
- Innovative
- Servic-focused
- Adaptability

Languages

- Arabic
- English

Education

Diploma Degree in Accounting from King Saud University (2019).

Experience & Training

TADAW MEDICAL COMPLEX (August 2019 - May 2021)

Accountant & Senior Health Care Customer Service Representative

Roles & Responsibilities

- Writing up accurate and timely financial reports.
- Assisting in annual and monthly budget preparations.
- Provide complete registration & scheduling services of Outpatient/Clinic services as per registration standards & clinic protocol.
- Hands on experience in HIS (E-CARE) & Accounting (F-CARE) Application.
- Interacting with both external & Internal customers ensuring all the appointments are processed in a timely manner & meet all financial requirements prior fulfillment.
- Provides regular supervision & mentorship over subordinate staff.
- Ensure regular & effective communication with subordinate staff on performance & goals.

KSA-Empower (March 2019- May 2019)

Cooperative Training in KSA-Empower Investment Company.

Roles & Responsibilities

- Identifying and recording incoming electronic payments.
- Maintaining spreadsheets to accurately report on revenues and expenditures.
- Performing basic analysis of accounts and accruals.