

# Curriculum Vitae

## Donia Jassem Al Mahasna

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Nationality: Saudi

Address: Eastern Province, KSA

Age: 22

## Objective

A fresh-graduate Accountant seeking to attain a career enhancing position in a forward-looking organization, where my experience and skills can be utilized to the maximum - leading to a personal satisfaction and professional growth to help achieve the organizational goals and visions.

## Education

2018-2020:

Diploma degree in Accounting from Lincoln College, Qatif, Saudi Arabia.  
GPA: 4.86 out of 5.0

## Associate Degrees and Certificates

### • Courses and Certificates:

Jun-Jul 2020:

- Time Management.
- Labor Education according to Saudi Labor Law.
- Become a Customer Support Specialist.
- Principles of Financial Accounting- Accounting Framework, Accounting Cycle and Adjustment Entries and Financial Statements Preparation.
- The Foundations of HR Management, Introduction to HR Functions and Introduction to Strategic Planning for Human Resources.
- SAP ERP Essential Training, SAP ERP: Beyond the Basics, SAP Business One Essential Training and SAP Financials Essential Training.

2017-2018:

- Cambridge Preliminary English Test (PET) certificate, at Lincoln College.

### • Associate Degrees:

2018-2019:

- Associate Diploma in Business, Lincoln College.

## Work Experience

May 2019 – June 2019 (5 weeks internship):

Customer Service Operator at TAQAT - The National Labor Gateway initiative by the Human Resources Development Fund (HADAF) - for 5 weeks internship program, pertaining the following roles and responsibilities:

- Key-contact personnel with clients to arrange and facilitate appointments.
- Assisting clients with their CVs and allocating appropriate jobs for them.
- Supporting clients with preparing them for interviews.
- Helping clients with their queries.
- Communicating and following up with different companies and clients to fulfil daily assigned tasks.

## Personal Qualities and Interests

- Excellent computer skills, Microsoft Office.
- Efficient in teamwork, active and productive.
- Excellent in moral negotiations, discipline and time management.
- Languages: English and Arabic.

## References/Attachments

To be availed upon request.