


# Hadeel sultan alsayed

## Accounting



### Personal information

 0558489289

 Hadeelsultan1@hotmail.com

 Riyadh

 Saudi



### Summary

Seeking a reputable job in the accounting a good company in which i can achieve my ambition and to be able to contribute to the development of the company and share knowledge and skills



### Educational qualification

**2019**

Diploma in English language for two years from Imam Muhammad Bin Saud Islamic University .

**2017**

Diploma in accounting for two years from the King Saud university .

- hold a professional certificate from the Saudi Organization for Certified Public Accountants .



### Practical experiences and Courses

- **Patient Relations Officer .**

For Radioactive Clinic Medical Complex in DORA CLINIC and I am still working for them from 11/12/2020 until now .

- **Patient services officer**

For Union Medical Health Concept Company in U Medical Complex from 28\9\2019 To 19\3\2020

- English language course from the Arab Open University for 4-month from 12/1/2020 to 18/5/2020 .

- Principles of Financial Accounting course - date : 27/8/2020 .

- Fundamentals and principles of financial accounting course date : 11/2/2021 .

- Financial awareness course from Weam Association for Family Development - date :20/6/2021 .

- Financial planning and budget course from the Social Development Bank - date : 15/6/2021 .



### Personal Skills

- Communication skill with people and dealers.

- Ability to work under pressure and love competition at work .

- Discipline and time management .

- Constantly seeking to develop my abilities in the personal and professional fields .

- Use the technology and computers .

- skill of using Word program .

- The skill of creating equations, calculating and filling in data in Excel .

- The skill of using and creating presentations with graphics in the point Power program .