

# Shumukh Ahmad Qhawi

## ACCOUNTING

### EXECUTIVE SUMMARY

I am seeking to join a professional team in order to achieve the goals of the work and obtain a job in which I can practice my skills and abilities and gain new experiences and employ them, and to be an active member of society.

### EDUCATION

Diploma Degree in Accounting  
Princess Noura University.  
The Graduation date 05/2020  
GPA: 4.45/5

### EXPERIENCE

01/2020 to 04/2020  
Cooperative training at the Ministry of Industry and Mineral Resources.  
Purchasing Department - Finance Department.

Functional tasks:  
Knowledge of government procurement and competition system.  
Review and record the expenses made on the existing contracts.  
Review invoices and requirements submitted by suppliers.  
Entering the bills and expenses on the accounting system.  
Organizing the expense register for managing contracts and purchases.

### CONTACT INFORMATION

Location: Riyadh  
Age: 20 years old  
ID: 1109797835  
LinkedIn: [www.linkedin.com/in/shmook-gawi-15a060195](https://www.linkedin.com/in/shmook-gawi-15a060195)  
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### COURSES

Principles of Financial Accounting - Accounting Framework.  
Principles of Financial Accounting - Accounting Cycle.  
Accounting for money in which zakat is due.  
Financial performance management.  
Customer Service - professionally treated.  
VAT Institute of Public Administration.  
Principles of government accounting.  
The road ahead for professional research policies.

### SKILLS

Budget preparation.  
Analytical skills.  
preparing financial statements.  
Proficiency in Office programs.  
Ability to perform under work.  
Listen and communicate well.  
Dealing with numbers and financial .  
Proficiency in using Excel..  
English speaking is good .