

DHAY AL MUAITHER

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Maintaining a secure position which will support me to expand my knowledge and skills, also giving an exposure to the practical environment and use my interpersonal skills to achieve goals for the organization.

SKILLS

- Quick Learner
- Cultural Awareness
- Problem Solving
- Excellent Communication Skills
- Adaptability
- **MS Office**
- Computer Literacy

EDUCATION

Diploma's Degree in Accounting

♦ *Technical and Vocational Training Corp. KSA*

LANGUAGES

- **ARABIC**
Native or Bilingual Proficiency
- **ENGLISH**
Professional Proficiency

WORK EXPERIENCE

INTERNAL AUDITOR (TRAINEE)

Saudi Red Crescent Authority | Riyadh
01/2022 – 05/2022

- Review and audit internal and external accounts.
- Facilitated smooth running of audits by preparing and delivering detailed, accurate audit planning documentation using established checklists.
- Contributed to the delivery of accounts preparation.
- Liaised with senior staff to investigate and review audit reports.
- Built an effective internal rapport to maintain efficiency in reviewing.
- Review contracts, invoices, and related documents.
- Liaised with the General Administration of Institutional Communication and the Department of Security and Safety.
- Prepared and reviewed channels for surveys and receiving complaints.
- Management of several internal projects
- Managed basic controls for cyber security
- Reviewed financial statements, gathering and analyzing data to verify accurate representation of transactions

ACCOUNTING: SOFTWARE CONSULTANT

Ultimate Solutions | Riyadh
07/2022 – Present

- Delivering first-line support to troubleshoot, diagnose, and resolve issues with accounting software.
- Handling IT governance, to improve operational resilience.
- Conducting risk assessments to identify system weaknesses and recommend improvements.
- Built analytical models and performed deep dives to provide strategic insight into accounts.
- Keeping accounting data servers updated and running correctly to prevent operational disruptions.
- Provided hands-on assistance to deliver accurate accounts preparation.
- Liaising professionally with team members to deliver smooth functioning.
- Apply accounting software expertise to scrutinize and review invoices.
- Achieve business critical KPIs and targets