

## EDUCATION

---

Associate Diploma in Business Admin — Finance Track (2020)

College of Applied Studies and Community Service

Imam Abdulrahman Bin Faisal University

## EXPERIENCE

---

Data Entry

Basta Al tofeer Trading Corporation 8/2021 – 3/2023

- Preparing and sorting documents for data entry
- Entering data into database software and checking to ensure the accuracy of the data that has been inputted
- Collecting payments whether in cash or credit
- Entering data on expenses, purchases and sales on a daily basis
- Make a monthly schedule for the payments of the creditor companies

Social Media Account Manager At Qaret AlTennen Trading Corporation 9/2020 –7/2021

- Daily interaction on social media accounts
- Respond to clients and their inquiries
- Create designs for ads and offers

Practical Training At Ministry Of Health in Financial Management Department (2019)

- Assisting in the preparation of budgets
- Assisting in the Processing invoices

---

## TRAINING & CERTIFICATIONS

- Government accounting in branches - Institute of Public Administration — online course (2020)
- Institutional Development- royasilah — online course (2020)
- How to study feasibility course - Community College (2019)
- Entrepreneurship course - Community College (2018)

## SKILLS

---

Decision Making

Computer skills

Flexibility