

Fatimah Essa Yousif Al Hayrani

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Al Qatif - Saudi Arabia

Accountant
Fatimahessa99@hotmail.com

Profile	<p>I am newly graduated, and I aspire to start a professional career full of success and continue the learning process by working with others and gaining experience in the field of accounting, which I love, in addition to going through the challenges that qualify me to succeed in the accounting field.</p>
Skills & Abilities	<ul style="list-style-type: none">• Management skills.• Teamwork.• Communication skills.• Microsoft office (Word, Power point, Excel).• Typing (excellent).• Numeracy.• Understand financial reports.• Basic accounting.• Problem solving.
Experience	<p>Assistant Accountant (2022)</p> <p>I have trained at Al Tawuniya insurance company for 400 hours. In the first 200 hours I worked with the reconciliation team, working on the daily reports, in addition to check the clients' accounts to manage payment and check all payment received. Then, for the last 200 hours I worked as an assistant for the finance manager, dealing with the financial statements, and preparing the central bank documents required.</p>
Education	<ul style="list-style-type: none">• Associate Diploma in Business at Lincoln college (2021-2022)• Diploma in Accounting / 4.8 out 5 degree (2022- 2023)
Courses	<ul style="list-style-type: none">• English courses at the Canadian Institute/Qatif (2018)• Creating Customer Value course at LinkedIn.• Writing Customer Service Emails course at LinkedIn.• Jadeer program" to be employable" by starlinks.
Languages	<p>Arabic: native speaker.</p>

English: very good.

Personal strengths

- Quick learner.
- Adhere to deadlines.
- Attention to detail and accuracy.
- Creative and able to work hard.
- Ability to accept challenges.
- Positive attitude with continuous drive to learn.