

Hoor Taher Alawadh

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OBJECTIVE

Seeking to obtain a long-term career in which I can develop my current skill sets and competency levels and bring in my strong sense of dedication, and responsibility while contributing to the company's success and taking advantage of my (FINANCE) qualifications.

EXPERIENCE

- **BUSINESS ADMINISTRATION - ACCOUNTING (2020)**
IN THE ABDULLA FOUAD COMPANY

RESPONSIBILITIES:

- I WORKED ON AN ACCOUNTING PROGRAM (GAD).
- I ENTERED INTO THE PROGRAM THE LOANS AND PETTY CASH DATA.
- I WORKED ON RECONCILIATION PETTY CASH.

CERTIFICATES

- **ELECTRONIC SECRETARIAL APPLICATIONS AND SMART OFFICE MANAGEMENT FROM TECHNICAL AND VOCATIONAL TRAINING CORPORATION (2021)**
- **ADMINISTRATIVE ASSISTANT SKILLS FROM TECHNICAL AND VOCATIONAL TRAINING CORPORATION (2021)**
- **ADMINISTRATIVE REPORT WRITING SKILLS AND ADMINISTRATIVE CORRESPONDENCE EFFECTIVE FROM TECHNICAL AND VOCATIONAL TRAINING CORPORATION (2021)**
- **COMMUNICATION SKILLS (2021)**
- **THE MOST IMPORTANT SECURITIES RULES AND REGULATION FORM IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY (2021)**

EDUCATION

DIPLOMA IN FINANCE

AT IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

Dates FROM 2016 – TO 2020

Current Level : 6

ABOUT ME

My passion for majoring in finance was not a random choice, but rather I chose what I like because it is included in all economic, health and industrial fields. Therefore, I always strive to develop and improve my skills in this field.

I believe that the Finance aspect is the basis of the financial revolution, and this includes all that finance specialists do, especially funding, accounting, and financial management, all of these departments contribute to improving the level of economic and elevating the vision of the Kingdom of Saudi Arabia 2030.

LANGUAGES

- English (Intermediate)
- Arabic (Excellent)

SKILLS

- Team Leadership
- Willingness to Learn Skills
- Task management
- Database Management
- Proficient in Microsoft Office