



Huda Mohammed Alkhteb

ACCOUNTANT

Executive Summary

I am looking forward to progress in my career in the field of learning and to expand my experience and improve with the benefit of my previous experience and help the company in which I participate to achieve its objectives.



Personal Information

Nationality:

Saudi

Date of Birth:

October 27, 1996

Social Status:

Single



Contact me at:

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Personal Skills:

- Serious desire to work and improve my knowledge and education.
- Ability to analyze problems and find solutions in the working environment.
- Ability to work as a team member.
- Skill planning and organization and Time management

Education

KING SAUD UNIVERSITY

Diploma of Business Administration -
Accounting Track
2015-2017

- Grade of (Very good)
- GPA: 3.89 out of 5

Work Experience

ACCOUNTANT

ITS

July 2019 - Present

- Prepares payments by verifying documentation, and requesting disbursements.
- Prepares special financial reports by collecting, analyzing, and summarizing account information
- Documents financial transactions by entering account information.

CUSTOMER SERVICE

Vox Cinema

May 2018 - June 2019

- Supervised new employees
- Worked as projectionist for short period
- Resolved customers problems

ACCOUNTING TRAINEE

Rasa Al Jazeera

Jan 2018 - April 2018

- Examined financial statement to be sure that they are accurate
- Reviewed and wrote reports

AUDITOR

Fawaz Alhokair

October 2017 - December 2017

- Trained in the audit department

VOLUNTEER

Learning Zone



Huda Mohammed Alkhteb

ACCOUNTANT

Training & Courses

● **Professional Tracks of Accountants (SOCPA) - 10 Hours - (Riyadh Chamber) - 2020**

● **Internal Audit Basics - 16 Hours- (Riyadh Chamber) - 2019**

● **Training Program for Preparing and Qualifying a Human Resources Specialist (Riyadh Chamber) - 2019**

● **Cisco Network Course (CCNA_ICND1) - 2019**

● **A course in programming using Python (Misk) - 2019**

● **1- Professional basics (Doroob) - 2018**

● **Customer Service Principles (Doroob) - 2018**

● **E- Commerce course (Doroob) - 2017**

● **Computer usage course (Doroob) - 2017**

● **Human resources course (Doroob) - 2017**

● **English course(Gulf Institute) - 2016**