

KAFIAH MARZOOQ

Accountant



Saudi



0557546484



23-03-2001



Riyadh, KSA



Kookajjjj@gmail.com



female

PROFILE

A highly organized, hardworking individual looking for a challenging role in a reputable organization to utilize my skills in financial analysis and financial management for the growth of the organization as well as to enhance my knowledge of new and emerging trends in the accounting sector.

EDUCATION

2019 → 2021

King Saud University

Diploma in accounting - GPA 5

WORK EXPERIENCE

2021 → 2021

Ministry of Health-General Directorate of Health Affair-KSA

Field Training - Procurement Management Section

- Perform financial analysis.
- Study government competitions of all kinds.
- Financial audit.

PERSONAL SKILLS

- ✓ Networking, negotiating, and problem-solving skills
- ✓ Excellent conceptual and analytical skills
- ✓ Able to work on my initiative or as part of a team
- ✓ Managing tasks and problem-solving skills
- ✓ Detail oriented, strong organization and a high degree of accuracy
- ✓ Analysis and Decision-Making skills
- ✓ The ability to conduct statistics and calculations
- ✓ time management
- ✓ Flexibility to work

SOFTWARESKILLS

Microsoft Power Point

Microsoft Word

Microsoft excel

Microsoft Access

Photo and video design programs

LANGUAGES

English

Arabic

HOBBIES



Swimming



Travelling



Trading



Writing

TRAINING COURSES

- Human Resources Management -2020
- course entitled Job Search Strategies
- Skills Secretary and Administrative Assistant -2020

- How to write in English-2020
- A workshop entitled An Overview of Accounting Professional Certificates-2020
- PMP Professional Project Management -2020
- Financial Accounting Principles Course -
- Accounting General Framework - 2020
- Office 365 Package
- Course International Public Sector Accounting Standards - 2020
- Financial Accounting Principles - Accounting Course - 2020