

KAWTHAR MOHIF

Saudi Arabia – Dammam · +966543807113

Jobkawthar.moheef@gmail.com ·

To acquire an administrative/Accountant position where I can fully utilize my knowledge, acquire skills and technical experience in diversified organization that offers the opportunity for career growth and personal development.

EXPERIENCE

SEPTEMBER 2020 – PRESENT

COLLECTION COORDINATOR, IKK GROUP - ISAM KHAIRY KABBANI GROUP

MAY 2018 – JUNE 2018

ACCOUNTANT, SAIHAT SOCIETY FOR SOCIAL SERVICES

AS JOB TRAINING

MAY 2017 – JUNE 2017

DATA ENTRY, SAIHAT SOCIETY FOR SOCIAL SERVICES

AS JOB TRAINING

EDUCATION

2020 - PRESENT

BACHELOR'S, SAUDI ELECTRONIC UNIVERSITY

Administration and Financial Sector

2015 - 2018

HIGHER DIPLOMA, INFORMATION TECHNOLOGY FEMALE COLLEGE – LINCOLN

Accounting and Business Management Sector

SKILLS

- Languages: Arabic (Native) English (Excellent)
- Microsoft Office (Word, Excel and Access)
- Basic Accounting Skills
- Customer Services skills
- Team work
- Time management