

# Maram Mohammad Maqd Al-Otaibi



Kingdom of Saudi Arabia



Saudi



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Single



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22/04/2001



Looking forward to achieve, both personally and for my workplace, the development & upgrade to highest distinction levels, by executing the work objectives and developing its systems.

## Education

2021  **Diploma of Accounting**  
Princess Nourah Bint Abdul Rahman University  
GPA: 4,63 (Excellent with second class honors)

2019  **High School Certificate (Scientific Branch)**  
64 Secondary  
GPA: 90,37 (Excellent)

**Courses**

- 6 hours: Spreadsheet Program (Excel) - 2021, Doroob
- 21 hours: Fundamentals and Principles of Financial Accounting - 2021, Doroob
- 1 hours: External Audit - 2021, Princess Nourah Bint Abdul Rahman University
- 2 hours: Value Added Tax - 2021, Accounting Club, King Abdulaziz University
- 2021: Feasibility Study - 2 hours, Princess Nourah Bint Abdul Rahman University
- 2020: Principles of Zakat and Value Added Tax - Accounting Club, Prince Sultan University
- 2020: Vocational Training Programme - Vice Deanship of Student Affairs, Princess Nourah Bint Abdul Rahman University

## skills



Computer skills



Effective communication



Time management



Self-development



Working under pressure



Offers Presentation



Problem Solving



Teamwork



Creative thinking



public speaking



Office



Planning

## Languages

Arabic



English



## VOLUNTEER WORK

14 volunteer hours

Volunteering at My Small Project Club, Community College