

Marwah Al Qattan

NATIONALITY: Saudi

Mobil: +00966540388851

Date of Birth: 24/12/1988

E-mail: mjaqattan@gmail.com

Marital status: Married

Address: Al-Riyadh/ALyasmin.

OBJECTIVE

To find a challenging position.

EDUCATION

Technical college [Diploma / accounting] graduated in 2011.

CERTIFICATES RECEIVED

- ❖ *Risk Management.*
- ❖ *Financial Accounting Principles -3.*
- ❖ *Financial Accounting Principles -2.*
- ❖ *Financial Accounting Principles -1.*
- ❖ *Digital Marketing for 18 Hour.*
- ❖ *Human Resources Specialist, chamber of commerce.*
- ❖ *English intensive, technical college.*
- ❖ *Administrative skills development, chamber of commerce.*
- ❖ *Preparing project work, SciTech.*
- ❖ *Collaborative training.*

WORK EXPERIENCES

- ❖ *Accounting department hygiene, at son's Matouk Abladi construction.*
- ❖ *Accounting department, at Mohammed J.S.BU Khamseen EST Construction.*
- ❖ *Accounting department at EAMAR as expense accounting.*
- ❖ *General Accountant at Traveler World Company.*

SKILLS

- ❖ ***Communication skills***
 - *Active Listening.*
- ❖ ***Languages***
 - **English**
 - *Speaking: good*
 - *Reading & writing: good*
 - *Listening: very good*
 - **Arabic: Native tongue**
- ❖ ***IT skills***
 - *Microsoft Office skills (Word, Excel)*

Other skills

- *Excellent teamwork spirit.*
- *Ability to handle many projects at the same time.*
- *Ability to work independently.*
- *Ability to improve and learn quickly.*

HOBBIES

Analyzing and seeking for knowledge & experiences.