

Melaf Alajmi

Accountant

SUMMARY

A recent university graduate with training experience at the Saudi Electricity Company. The pursuit of exceptional accounting skills and academic knowledge. I work as a general accountant in at Qawaed Alsarh Contracting Est. competent and detail-oriented individual who has the ability to exceed what is expected and achieve the goals of the company.

WORK EXPERIENCE

General Accountant

Sep 2020 - Present -

.Qawaed Alsarh Contracting Est
Riyadh,SaudiArabia

Cooperative Training Program

Jan 2020 - Mar 2020

Saudi Electricity Company
Riyadh,SaudiArabia

This provided me with a cooperative training opportunity in the Saudi Electricity Company in the Financial Department and other departments, on practical knowledge of the nature of business in this large company, and the names and systems used, which increased my practical experience in this important field . . I learned about SAP and how to use it, and I followed up on the listings and some work.

EDUCATION

Accounting

2018 - 2020

King saud university
Riyadh,SaudiArabia

PERSONAL SKILLS

organization and commitment
teamwork

Communication
Decision Making

TECHNICAL SKILLS

Microsoft office
Smacc

SAP Products

LANGUAGES

Araic



English



COURSES

microsoft Project 2016

Feb 2019

King Saud University

Advanced Database

Nov 2019

King Saud University

skill search for information

Feb 2020

King Saud University

principles of financial accounting - accounting framework

Mar 2020

SOCPA

HOBBIES

Search and reconnaissance

Browsing