

Reem Hussain Suwaif

Social status: Married

City: Dammam - Saudi Arabia

Mobile: 0563326126

Date of birth: 30August1995

E-mail: Reemhussain126@gmail.com

Objective:

Hardworking, diligent individual looking to transfer communication skills and financial knowledge to get a position that suits my educational background and improve my skills and I look forward to providing my experience in compliance to help the organization to achieve its goals.

Education:

- 2017 The institute of public administration, Riyadh, Saudi Arabia, Business Banking operation (grade: 4.95\5)
- 2013 Sixth high school Qatif, Saudi Arabia.

Professional Experience:

Oct 2022 Senior Compliance at Ernst & Young, KSA

Dec 2019 Compliance coordinator at Ernst & Young, KSA

- ✓ Initiating and updating database (engagement letters, contact details, financial statement, Qawaem authorization form etc.) for clients on Balloura. Preparing payment requesting forms.
- ✓ Uploading financial statements for clients on Qawaem (ministry of Commerce and Industry) and follow up for approvals.
- ✓ Providing data base support for EY's local and supporting the admin for other engagements as required
- ✓ Maintaining engagement file with all mandatory documentation as per local legislation requirements, minutes of board m regulatory filings, internal audit reports, etc.
- ✓ Ensuring that engagement letters, financial statements and audit reports signed by license partner
- ✓ Preparing engagement letters and proposal.
- ✓ Coordinate with team and task disruption (Quality review, Calling over, Stock count)

2017 Participated in lecture of (Accounting in monopoly)

Training:

2017 Banker at Al-Awwal Bank -126 ladies Branch -Qatif, Saudi Arabia, for 10 weeks

Skills:

- Good communication skills.
- Skills leader banking business group
- Using Microsoft office (Word, Excel, Power point).
- Writing professional (reports-e-mail-faxes).
- The ability to work under stress.
- productivity while working alone and in a team.

Languages:

Arabic (native) and English (fluent).

Awards/Courses

- 2021 Shukran Star for the month of March 2021.

- 2018 Certificate of Diploma in human resources from Alison.
- 2018 Certificate of MicroStation Essentials V8i from Bentley institute.
- 2018 Quality and Human Resource Management from Doroob.
- 2018 Ryali from Doroob.
- 2017 Recommendation letter from ALAWWAI Bank .
- 2016 Volunteer to leadership the banking operation group for 5 months .
- 2016 Attended the lecture of (How to increase your income electronically).
- 2016 Certificate of being leader business banking.

References: Available upon request.