

SARAH ALOMRAN

PROFILE

I am a committed, friendly and hardworking individual, who always strives to achieve the highest standard possible, at any given task. Seeking the position in an organization that offers challenging tasks, ample incentives, and an opportunity to contribute to its growth and productivity.

CONTACT

PHONE:
0538872722

EMAIL:
Sarah.o.alomran@gmail.com

Saudi Arabia – Riyadh

SKILLS

- Well organized.
- MS Office proficiency.
- Strong communication skills.
- Financial management.
- English Language.

Certifications & Courses

•2018

Course Financial awareness and saving culture.

•2014

Course in English from Technical and vocational training corporation.

•2012

Course in communication skills from King Abdul Aziz Center for National Dialogue.

EDUCATION

2020

Bachelor of Finance and Investment,
Al-Imam Mohammed Ibn Saud Islamic
University RIYADH

Graduated Second Class Honors *with* a 4.71 of 5.

2013

Diploma Degree of Accounting,
Technical College

RIYADH

Graduated First Class Honors *with* a 4.98 of 5.

WORK EXPERIENCE

June 2019 - September 2019

Trainee, Ministry of Finance.

- Working in Department for Domestic loan and Subsidies.
- Making a Feasibility studies report .
- Make a Spreadsheet in Excel.

July 2017 - August 2017

Data Entry Clerk, Al Hammadi
Hospital

- Maintains database by entering new and updated customer and account information.
- Use telephones to reach out to customers and verify account information.
- Cancel or book appointments .

Dec 2012- Mar 2013

Accounting Assistant, Social Nursery House

- Monitored accounts payable and receivable status and delegated tasks as needed.
- Communicated with vendors to facilitate timely payments and reduce outstanding accounts receivable.
- Gathered all banking transactions via statements, recorded activity in excel format and reconciled balances.