



Tarfah Fahad Al Mugairn

CONTACT

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EDUCATION

Diploma in **Accounting** with grade of **Very Good** (4.43 out of 5) from the College of Technology General Organization for Technical and Vocational Training (1433 AH.)

SKILLS

- Analyzing and reviewing financial information.
- Effective Communication.
- Ability to work with team members.
- The ability to create new ideas that help in developing the work.
- The ability to work under pressure.
- Proficiency in using office programs (Word - Excel - Access) professionally.
- Proficiency in various office work and preparing reports

CAREER OBJECTIVE:

Developing my scientific and practical skills and obtaining experience in a field of work that guarantees a prosperous future formed. Also I try to find a job that makes me exercise my creativity to achieve collective and personal achievements in the organization.

EXPERIENCES:

Assistant Credit Analyst at Kafalah Program “The Small and Medium Enterprises Financing Guarantee Program” -6 months
2/2021 - 8/2021

SOCPA Certificate " Membership No: 169799 "

TRAINING:

I trained in the Ministry of Education for two months in 1434AH and performed the following tasks:

- Working on entering and reviewing employee payroll.
- Working to enter employees' vacations.
- Sorting files and documents from the Ministry's archives.

COURSES:

- Fundamentals of Financial Analysis course.
- Financial accounting principles course.
- Product pricing strategies cycle.
- Franchise Course.
- Creating a digital marketing plan course.
- The basics of using the Google program course.
- Network and Cyber Security Course.
- Advantages and Secrets for PowerPoint Course.
- English language course for 6 months at the College of Technology in 1434AH.