

Maisa Algarni

Contact

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Languages

Arabic - native
English - Good

Summary

Financial Accounting graduate from King Saud University. I would like to work for a stable company with a friendly environment for employees, which will help me develop my skills in becoming a distinguished accountant.

Skill Highlights

- Preparing Financial reports
- Have a good ability to build constructive social relationships
- Fast learner
- Fully adaptive to team work
- Knowledge of ERP, and all Microsoft Office Applications
- Ability to withstand work pressures.

Experience

- **General Accountant** – at Advacon – 12/2021 till now
- **Accountant** – At daffah – 05/2021 to 11/2021
- **Online community Manger** – At Hashtag – 08/2018 to 12/2018
- **Co-op at the Communications and Information Technology Commission** – 09/2020 to 12/2020
- Reviewing documents for accuracy
- General Journal entries
- Carrying out daily financial reconciliations

Education

Diploma in Financial Accounting from King Saud University – GPA 4.23

Certifications

- Attending a workshop on programs of capital projects, restructuring, the financing and supervision from SOCPA
- Saudi accountants forum conference sessions
- Course in excel program
- Attend a workshop in accounting from zero
- Certificate of temporary accounting technician (SOCPA)