

Ebtsam Alamri

0503223862

ebtsam.h.alamri@gmail.com

Riyadh , Saudi Arabia

Languages

• Arabic



• English



Skills

- Flexibility
- Teamwork
- Skills of dealing with the public and communicating with high professionalism
- Problem Solving
- Skills of using Microsoft (Excel)
- Ability to work under pressure

Accounting

Professional Summary

An accountant with high ambition, with an accounting diploma with a good grade, I seek to work in a place where I can serve the company creatively and establish a pleasant career for myself, learn more and gain experience, able to work in a team, able to withstand the pressure of work.

Work Experiences

Treasurer , Al Shamlani international company

June 2018 - Novmber 2018 Riyadh , Saudi Arabia

I worked on receiving all the imports of the branch and financial expenses, recording them, and then preparing their daily reports .

Patient services representative , Dr. Abdulrahman Al-Mishary hospital

March 2020 - June 2021 Riyadh , Saudi Arabia

I worked on the SAP system as a patient services representative, receiving the patient and issuing his invoices and registering them on the system .

Insurance accounting , Dar Al Shifa Hospital

July 2021 - Current Job Saudi Arabia , Saudi Arabia

I worked on the preparation of insurance claims and follow-up with the competent authorities and submit reports to the administration.

Education

Diploma Accounting , King Saud University

- January 2018 Riyadh , Saudi Arabia