

FUNCTIONAL OBJECTIVE:

Engage my interest and accounting expertise in the work, seek to build a successful and cooperative working group and share experiences and knowledge

EDUCATION:

2013 | Bachelor of Economics - Taif University

2019| Computer diploma in office business

2022 | Diploma in Financial Accounting - Imam Muhammad bin Saud University GPA 4.98

EXPERIENCE:

Customer Service Representative (Call Center Company 2016-2017)

tasks :Receiving clients' problems and working on solve it.
Add the complaints into the system also fill a questionnaire form for the company, and submit it to the management department.

Real estate marketing (2019-2021)

tasks :connecting with real estate offices and attract clients to the property owner

Accounting at the Saudi Electricity Company and working on the SAP accounting program (2021) 3 months

tasks : Finance department - purchasing section.
data entry.

worked with financial constraints on a daily basis

Analyzed the financial statements of the electricity company on Tadawul website as well reviewing the financial statements for previous years.

SKILLS

English

Excel, Word PowerPoint, Outlook

the speed of self-learning

Take responsibility and adapt quickl

The ability to be creative in the field of work

COURSES

Project Management - Riyadh Chamber
problems solving and decisions makins
Effective leadership and team building