

MUSTAFA QASSIM ALMATAR

Accounting

✉ mustafaqassim888@gmail.com ☎ +966 54 352 3432 📍 Eastern Province 🌐 Saudi 📅 Birth: 17/07/1996 👤 Single. Age 25

LANGUAGE

Arabic

English

EDUCATION

Diploma in Business Accounting

Institute of public administration

📍 Riyadh

Jan 2018 / Nov 2020

EXPERIENCE

my internship in

– Military Industries Corporation

(Armored Vehicles & Heavy Equipment Factory)

SKILLS / KNOWLEDGE

I.T. Skills

Microsoft word

Microsoft Power Point.

Microsoft Excel.

Microsoft outlook.

ERP software.

Other Skills

- Communication skills.
- Public relations.
- Very organized.
- Good listening skills.
- Public speaking skills.
- Administrative and office skills.

COURSES

- Managing personal information (outlook)
- Principles of Financial Accounting - Accounting Framework
- Principles of Financial Accounting - Adjustments Entries and Financial Statements Preparation
- Value-added tax (VAT).
- Fundamentals of information security.
- Cybercrime.
- Administrative investigation.
- Reports preparation.