

# ALJURAIED FAY

saudia Arabia - Riyadh  
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0509130329

Knowledgeable Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detailoriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations.

## PROFESSIONAL EXPERIENCE

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**Accountant | jan 2022 - Ministry of Finance  
Accounting Assistant , Riyadh**

**Working in HFM System, and reviewing some  
of the reports to ensure the information is correc**

**Accountant |Assr Trading Group  
Riyadh - 2023 - Current**

**Created budgets and forecasts for  
management group to meet regular  
accounting deadlines**

**Gathered financial information, prepared  
documents and closed books**

**Conducted technical and analytical  
reviews of tax returns to check for  
accuracy and qualified deductions**

**Reviewed accounting structures and  
procedures on regular basis to identify  
areas in need of improvement.**

## COURSES

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- Fundamentals and principles of financial accounting
- Managing change and the challenges of transforming government agencies into accrual
- based accounting
- Reviewing and evaluating performance in public agencies in light of the transition
- accrual-based accounting Management mentality and crisis management
- Entrepreneurial mindset and crisis management
- Malpractice in banking and financial transaction

## EDUCATION

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2019-2022 -Accounting Diploma princes  
Nora Bin Abdulrhman University Riyadh  
GBA : 4.76 First class honors

## SKILLS & PROFICIENCIES

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- MO EXEL
- MO WORD
- MO PP
- HFM system
- Microtec system
- TEAMWORKING
- Decsion maker
- Self confidence
- Accept Criticism
- leader

## LANGUAGES

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- English
- ARABIC (Native language)