

PROFILE SUMMARY

MAHA ALSOWAYED

ACCOUNTING | FRESH GRADUATE

Accounting fresh graduate who is Seeking a position as an Accounting where extensive experience, abilities and skills will be further developed and utilized.

PERSONAL INFO

Riyadh, Saudi Arabia

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LinkedIn: www.linkedin.com/in/maha-alsowayed

EXPERIENCE

Volunteer Present
Procurements and Tenders Department
Ministry of Finance – Riyadh, Saudi Arabia

Coop Training Jan2020 – Apr2020
Procurements and Tenders Department
Ministry of Finance – Riyadh, Saudi Arabia

The work procedures that I did in the Procurement and tenders division:

Tender Unit Tasks:

- ❖ Advertising projects through Eitmad platform in public competitions and sending letters of invitation for works exempted from public competition and for operations that are carried out through direct purchase.
- ❖ Opening the offers submitted in the Eitmad platform and writing the report (the committee for opening offers).
- ❖ Writing report (Bid Examination Committee).
- ❖ Concluding contracts.
- ❖ Work on pre-qualification of some projects in the administration of tenders and procurement.

EDUCATION

Diploma of Administrative Sciences / Major: Accounting 2018 – 2020
Princess Noura Bint Abdulrahman University
Riyadh, Saudi Arabia
First class honor.

CERTIFICATIONS

- ❖ Student Membership in by Saudi Organization for Certified Public Accountants (SOCPA) 2020 – 2021
- ❖ Principles of Financial Accounting by Saudi Organization for Certified Public Accountants (SOCPA) 2020
- ❖ Accounting Fundamental by Corporate Finance Institute®(CFI) 2020
- ❖ Effectively Managing Financial Performance – The Launch Phase by Monsha 'at (Small & Medium Enterprises General Authority) 2020
- ❖ Basic Work skills – 1 by Dorooob 2019
- ❖ Basic Work skills – 2 by Dorooob 2019
- ❖ Riyali course provided by Dorooob 2019
- ❖ Principles of Financial Accounting (Accounting Framework) Course by Dorooob 2019
- ❖ Introduction to Human Resources Functions Course by Dorooob 2018

ACCOUNTING SKILL

- Financial Statement
 - Balance Sheet.
 - Income statement.
 - Cash flows statement.
- Financial Analysis.
- General Ledgers.

SKILLS

- Etimad Platform.
- Oracle Database.
- Communication Skills.
- Problem Solving.
- MS Office.
- Quick & Self learning.
- Teamworking.
- Hard Working

LANGUAGES

- Arabic (Native).
- English (Intermediate).

RELVANT COURSES

- Intermediate Accounting.
- Managerial Accounting.
- Principles of Financial Accounting.
- Computer Accounting.
- Basic Accounting.