

## Shekhah Ebraheem Aldakheel

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12629 ,RIYADH , SAUDI ARABIA

<b>Personal Information</b>	<b>Birth Date</b> : 27 June 1991 <b>Nationality</b> : Saudi Arabia <b>Email</b> : Shayo0o5@live.com	<b>Gender</b> : Female <b>Socpa Membership no</b> : 86640 <b>professional Reg. ID:</b> 14-R-A-0038518
<b>Professional Profile</b>	I aspire to work in the field allows me to develop and launch internal capacity and the work of social activities that contribute to customer service and community and to improve the quality of the staff as well.	
<b>Target Job Title</b>	Accounting, Accountant Receivables, Accountant payables, VAT specialist, Financial Analysis, social worker , social service , social corporate responsibility , Public Relations .	
<b>Skills</b>	<ul style="list-style-type: none"><li>▪ VAT Preparation.</li><li>▪ Tax Accounting.</li><li>▪ Accounts Payable.</li><li>▪ Accounts Reconciliation.</li><li>▪ Financial Analysis.</li><li>▪ Financial Reporting.</li><li>▪ Invoice Processing.</li><li>▪ Bank reconciliation.</li><li>▪ Project Accounting.</li><li>Fixed assets</li></ul>	<ul style="list-style-type: none"><li>▪ Microsoft office.</li><li>▪ Communication.</li><li>▪ Time Management</li><li>▪ Teamwork.</li><li>▪ Team management.</li><li>▪ SAP program 3 month.</li><li>▪ ERP program Accounting.</li><li>▪ Oracle program Accounting.</li></ul>
<b>Education</b>	Bachelor's degree of social work King Saud University Riyadh Result In: 3.4 June 5, 2014  Accounting Diploma Riyadh College of Technology Result In: 4.51 2018	
<b>Professional Certificate</b>	VAT SPECIALIST SOCPA 20.02.2021	
<b>Languages</b>	ENGLISH, Level: Higher Intermediate. ARABIC.	

<b>Work History</b>	<p><b>Accountant at Liter group 2019-Present.</b></p> <p><b>Assistant Accountant at Food basics 2018- 2019.</b></p> <p><b>Internship as an Accountant internship at ARASCO, 2017.</b></p> <p><b>8 months Social worker, King Saud Medical City, Riyadh</b></p>
<b>Courses</b>	<ul style="list-style-type: none"><li>● <b>English language at BRITISH COUNCIL - Riyadh, KSA.</b> From 30-03-2014 to 08-05-2014.</li><li>● <b>International Certificate in IT skills Foundation (Cambridge international Examination) - Riyadh,</b> Awarded on 23-02-2015 completing 6 months' training.</li><li>● <b>Value Added Tax (VAT) at Socpa,Riyadh,KSA.</b> from 12-07-2020 to 14-07-2020.</li><li>● <b>Preparatory Program for VAT Specialist Exam at Socpa,Riyadh,KSA.</b> from 06-01-2021 to 21-01-2021.</li></ul>