



WAAD ALDAWSARI

FINANCE MANAGEMENT

CONTACT

+966533220963

I.ALWAAD@GMAIL.COM

RIYADH.SA

PROFILE

I am an experienced data entry, in a high-pressure and fast paced professional environment. Independently motivated team player aiming to boost department efficiency by utilizing my strong ability to successfully complete projects well within their deadlines.

EXPERIENCE

DATA ENTRY

WASSEL COMPANY DEC 2018 - PRESENT

- Transfer data from paper formats into database system
- insert account data by inputting text based and numerical information from source documents within time limits
- Update existing data
- Retrieve data from the database or electronic files as requested

EDUCATION

DIPLOMA OF FINANCIAL MANAGEMENT (FULL-TIME)

IMAM MOHAMMED IBN SAUD UNIVERSITY - GPA 4.5/5

CAMBRIDGE INFORMATION TECHNOLOGY

ALFAISA L INTERNATIONAL ACADEMY - 2016

SKILLS

- Computer and technical skills.
- Administrative skills.
- **Proficient typing skills.**
- **Organisational abilities.**
- **Self-motivation**
- **The ability to work independently and as part of a team.**