

ACCOUNTING SARAH SAEED

saraalmut7@outlook.com | 0535397552 | RIYADH, Saudi Arabia

CAREER OBJECTIVE

After graduating from my educational environment, I seek to excel in my work in the midst of a distinguished and supportive environment, and to be an active member, as well as harness my knowledge and skills to serve the entity in .which I work

EDUCATION

Accounting diploma
technical college

2023

EXPERIENCE

Cooperative training in the Cochlear Implants Association. Job Title:
Accountant

- in the Department of Financial
- Management Auditing Payment of dues Collect
- and analyze financial movements Documenting
- financial records and maintaining backup copies.
- I managed financial matters including collecting receivables and paying bills
- Provided monthly financial reports to the training members and quarterly reports to the President

TRAINING

The basics of databases
Approved by the Technical and Vocational Training Corporation

The basics of Excel
Approved by the Technical and Vocational Training Corporation

Communication skills certificate
Approved by the Technical and Vocational Training Corporation

SKILLS

- **MICROSOFT OFFICE**
- **ORGANIZATION**
- **TIME MANAGEMENT**
- **FAST LEARNING**
- **MANAGEMENT SKILLS THE ABILITY TO SEARCH FOR INFORMATION**