

An ambitus holder of a Bachelor's degree in Finance, aspiring to obtain a position within your organization that will enable me to utilize relevant knowledge gained throughout my education and experience.

WORK EXPERIENCE

Planning Coordinator

Gulf Business Network Training Center

02/2019 – Present

Al-Khobar, Saudi Arabia

Achievements/Tasks

- Assisting in planning workshops agenda for ITHRA.
- Fully handling communication with facilitators.
- Handling implementation of several workshops at ITHRA (King Abdulaziz Center for World Culture).
- Handled implementation of several workshops at Misk Foundation.
- Securing needed materials.

Administration Specialist

FitStudio55

04/2016 – 02/2019

Al-Khobar, Saudi Arabia

Tasks

- Worked on Zingfit system.
- Managed the GYM during the manager leave.
- Created marketing system for the expos.
- Managed the inventory system.
- Improved customer retention method.
- Reported the daily sales report.

Executive Lead Administrator

Jana Bena'a Productive Families Center

04/2015 – 03/2016

Ad Dammam, Saudi Arabia

Tasks

- Structured a training system. Maintain updated curriculum database and training records.
- Translated the center's policy in English. Structured a daily report to the direct manager. Prepare and write minutes of meetings.
- Auditor and Data entry for the loan books (client's information). Insert payment. Print contracts. Archive.

Business Analyst Corporate Tax-Intern

Deloitte & Touche Bakr Abulkhair & Co

02/2014 – 04/2014

Al-Khobar, Saudi Arabia

Tasks

- Analyzed the company's financial statements and prepared the annual tax/zakat return.
- Applied accounting practices of classifying and recording financial data.
- Analyzing DZIT's assessment effects on tax/zakat returns.
- Created Arabic annual return transactions as well as withholding tax reports.
- Prepared queries reply and objection letters to the DZIT.

SKILLS

Team player / leader

Excellent Social skills

Critical Thinking

Flexible/Dependable

Self-motivation

Time Management

Advanced in Microsoft Excel

EDUCATION

Bachelor

Prince Mohammad bin Fahd University

2009 – 2014

Courses

- Bachelor of Science in Finance

Accountant/Finance Certificate

Institute of Management Accountants

09/2018 – Present

Courses

- Certified Managerial Accountant (CMA) candidate.

VOLUNTEER EXPERIENCE

Saudi Aramco The gift of knowledge, Dhahran, Saudi Arabia (10/2014 – 11/2014)

Giving Hands, Al-Khobar Festival, Al-Khobar, Saudi Arabia (02/2014)

Saudi Aramco Communication Symposium, Dhahran, Saudi Arabia (02/2014)

Saudi Aramco Global Knowledge Society Forum, Dhahran, Saudi Arabia (12/2013)

Saudi Aramco ITHRA Knowledge Program, Dhahran, Saudi Arabia (132 Hours) (10/2013 – 11/2013)

Saudi Aramco Summer Program, Dhahran, Saudi Arabia (172 Hours) (06/2013 – 07/2013)

Saudi Cancer Foundation, Al-Khobar, Saudi Arabia (01/2012)

Down Syndrome School, Al-Khobar, Saudi Arabia (03/2012)

WORK EXPERIENCE

HR Specialist - Internship Al-Olayan Group

06/2013 – 08/2013

Al-Khobar, Saudi Arabia

Tasks

- Created new hired employee files by populating their information on the Menaitech system.
- Prepared job offers letter.
- Archive.

Cashier and Barista JAMOKA Café

09/2012 – 12/2013

Al-Khobar, Saudi Arabia

Tasks

- Handled cashier.
- Prepared hot and cold coffee and beverages.
- Dealt passionately with different kind of customers.