

Wejdan Ali Zailaee

Accountant

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☎ 00966507911324

LANGUAGES

Arabic
English



INTERESTS

Accounting CMA SOCPA Certification
Marketing Management Entrepreneurship
Quality control

MOST PROUD OF



Physical Organization

Creative Thinking, Effectiveness, Productivity



Planning

Analyzing Issues, Decision Making, Project Management, Strategic Planning



Team Work

Collaboration, Delegation, Goal Setting, Group Leadership

PERSONAL SKILLS

MS/ Excel, Word, PowerPoint 100%

Leadership 90%

Communication 90%

Quick Learner 90%

Time Management 90%



OBJECTIVE

Looking for a position in Accounting and finance where I can utilize my skills, put my learning into practice and make a contribution to the organization.



EDUCATION

Bachelor Of Accounting

2014 - 2017

Jazan university

📍 Jazan, Saudi Arabia



WORK EXPERIENCE

GL Accountant

Sep 2018 - Sep 2019

Al Hadi

📍 Jazan, Saudi Arabia

- Managing journal entries and ensure proper general ledger coding in support of monthly closings
- Managed customer account
- Reconciled bank statements by comparing transactions to the general ledger

Accounting Assistant

Mar 2018 - Jun 2018

Sarah Altawfeeq

📍 Jazan, Saudi Arabia

- Process company receipts, sales invoices, and payments from customers and suppliers
- Process employee wages and expense claims

Administrative

2016

Chamber of Commerce and Industry in Jizan

📍 Jazan, Saudi Arabia

- Carrying administrative duties such as ling, typing, copying, binding, scanning, etc
- Processing expenses sheets and invoices



COURSES

Principles of Financial Accounting - Accounting Framework

2020

Droob program in cooperation with SOCPA

Leadership Skills

2020

Droob Program

Modern Sales Course

2019

Chamber of Commerce and Industry in Jizan

TOMOUH Certificate

2018

King Abdullah Economic City

Microsoft Digital Literacy

2018

Microsoft

Badir Bootcamp - 40 Hour

2017

Badir Technology Incubators and Accelerators Program