

# Mohammed Matuq Bin Ahmed

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## Career Objective :

I possess a strong foundation in financial reporting and data analysis while developing the efficiency of financial operations. I am distinguished by accuracy, organization, and commitment to financial quality standards. I am looking for an opportunity as a junior accountant or assistant auditor where I can apply my knowledge and contribute to achieving the organization's goals and enhancing its growth.

## Education :

### **Bachelor's Degree in Accounting**

King Faisal University, Kingdom of Saudi Arabia

Graduation Date: 2024

## Experiences :

5 months of practical experience, 4 months of cooperative training at Al Fadul Charity Association in the non-profit sector, and 1 month at Artbat Holding Company in the hotel and restaurant sectors. Prepared monthly and annual financial reports, ensuring accuracy and compliance with standards.

- Analyzed financial data to provide insights that supported decision-making processes.
- Assisted the team in managing accounts and supporting internal audit operations.

## Professional Memberships :

- Member of the Saudi Organization for Chartered and Professional Accountants (SOCPA), Since April 2025

## Training courses :

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| • <b>Contracts and Partnerships.</b>                         | • <b>Word Course and Excel.</b> |
| • Decision-Making and Social Intelligence Skills.            | • PowerPoint Course             |
| • Specialized Accounting Virtual Bootcam.                    | • Information Security          |
| • Certificate in Crisis and Event Management                 | • Entrepreneurs                 |
| • The Role of the Family in Strengthening National Cohesion" | • Accountant Certificate        |
| • Holder of a Distinguished Accountant Certificate"          | • Content Marketing             |
| Basic skills in human resources management                   | • Computer principles           |
| • E-Secretarial and office management                        |                                 |

## Technical Skills :

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| • Preparing financial reports (monthly and annual).                 | • Bank reconciliations and account reviews.     |
| • Basic financial analysis for decision-making.                     | • Documenting and organizing financial records. |
| • Managing accounts and daily transactions.                         | • Assisting in tax and budget preparation.      |
| • knowledge in accounting software (Odoo, Motakamel, Advac ,Excel). | • Supporting internal audits.                   |

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| • Reasonable knowledge with accounting standards (IFRS, GAAP). | • Invoice processing and client account management. |
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## Personal Skills :

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|-------------------------------------|--|
| • Strong attention to detail.       | • Punctuality.                                   |
| • Excellent organizational skills.  | • Analytical and critical thinking               |
| • Effective time management.        | • Professional work ethics                       |
| • Problem solving abilities.        | • The ability to deal with pressure effectively. |
| • Adaptability and desire to learn. | • Team collaboration and communication           |

## Languages :

Arabic English