

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 :

- Contracts and Partnerships.
 - Decision-Making and Social Intelligence Skills.
 - Specialized Accounting Virtual Bootcam.
 - Certificate in Crisis and Event Management
 - The Role of the Family in Strengthening National Cohesion"
 - Holder of a Distinguished Accountant Certificate"
 - Basic skills in human resources management
 - E-Secretarial and office management

- Word Course and Excel.
 - PowerPoint Course
 - Information Security
 - Entrepreneurs
 - Accountant Certificate
 - Content Marketing
 - Computer principles

Technical Skills :

- Preparing financial reports (monthly and annual).
- Basic financial analysis for decision-making.
- Managing accounts and daily transactions.
- knowledge in accounting software (Odoo, Motakamel, Advac ,Excel). . Supporting internal audits.
- Reasonable knowledge with accounting standards (IFRS, GAAP). . Invoice processing and client account management.

Personal Skills :

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

Languages :

Arabic English