**Reem Saif Said Al-Kiyumi**

**94072875**

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**Personal Details:**

**Date of Birth** : 14 November 1996

**Place of Birth**  : Muscat, Sultanate of Oman

**Nationality** : Omani

**Marital Status** : Single

**Gender** : Female

**Languages Spoken** : Arabic, Swahili, and English



**Objectives:**

I am interested to gain financial experience through a professional organization. I will appreciate the opportunity to sharpen my skills and prove myself.



**Education & Qualifications:**

**University / College** **Sultan Qaboos University, College of Economics & Political Science**

Al Koudh, Sultanate of Oman

Bachelor’s degree of Science in Finance (2014-December 2018)

GPA (**3.45**)

**Diploma/ Training** General Degree Diploma of Bilingual Private Schools (2013-2014)

English Language Course from Polyglot Institute 2013

IT Course from Khimji Training Institute 2009



**Skills and Abilities:**

* Investment analysis
* Financial statements analysis
* Handling detailed work and problem troubleshooting



**Honors & Achievements:**

**College** **Excellent List: Honors’ Second Class** of 2016-2017

**Dean’s List Honors’**, spring of 2017

**Dean’s List Honors’**, fall of 2016

**Dean’s List Honors’**, fall of 2015

Member of Marketing Club 2017-present

Member of Eco-Finance Group 2016-present

Member of Information Centre Group 2016-present

Member of Student Activities Group 2016-2017

Participated in Hand by Hand Charity Team 2014

**Secondary** Certificate of appreciation for good discipline and moral behavior

(2013-2014)



**Training Experience:**

**British Petroleum** Finance trainee (June 2017–August 2017)

**Oman**

Duties and responsibilities:

1. Scan, file and keep track of invoices.
2. Learn and assist in different accounting stages such as:
3. Bank reconciliation and inventory reconciliation.
4. Cost allocation.
5. Preparation of various financial reports and learn about the SAP system.
6. Send emails to different vendors regarding invoices.
7. Read contracts and extract information from them.
8. Read the different agreements that BP has with partners and create a tracker for the agreements.
9. Update budget plans, analyze variances in the budget and causes of the variance.
10. Update the finance dashboard that summarizes expected costs and revenue.
11. Prepare slides to present the budget plan to the upper management.
12. Design economic models that projected future cash flows along with other financial measures such as NPV and IRR.
13. Learn about BP’s Khazzan Gas Field.
14. Learn about subsurface, well drilling, completion processes and gas production.

**References:**

Available on request.