**HAJEER HAMED ALSHAQSI**

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House 4664, Mazoon Street, AL khoud, Seeb.

**PERSONAL STATEMENT**

An undergraduate student, who is keen to get a place in your company, and life time experience. I am a reliable, punctual, hardworking, time management, planning, decision making and able to work on own initiative or as part of a team. I can speak English, Arabic and can write both. I would also describe myself as a helpful, kind, friendly, well-organized person.

**KEY SKILLS**

# Technical Skills

* An analytical and logical approach to problem solving.
* A good spreadsheet and database analysis skills.
* Excellent awareness and ability to produce the 5 statements.
* Word, Excel PowerPoint Access

# Personal Skills

* Time Management.
* Self-motivation.
* Conflict Resolution.
* Leadership.
* Adaptability.

**CERTIFICATES**

## Omantel:

Omantel training certificate — at financial department (Five Months).

## Oman Investment and Finance Company:

OIFC training certificate — at financial department (One month).

## Discerption:

Experience earned from training:

* Managing and reducing the cost by using Excel like:(cost centre: details about cost for each department).
* Reviewing / preparing Bank Re-cancelation.
* Bank transaction by system (cheque deposits, cash receipt, cheque book).
* Daily report collection.
* Cash investment in many different ways: selling bonds for at least five years, buying shares (financial portfolio) and bank interest by giving them cash for few months.
* Purchase order process, Trial balance.

**EDUCATION**

* + Higher College of Technology, AL Khuwair –

## Bachelor of Accounting, GBA 3.0

* + Umama bint Abi elaas High school, Al Khoud – **84%**