

FATIMAH ALZAHER  
**FINANCE**



## OBJECTIVE

My ambition is to join a professional work environment that enables me to develop my skills, gain new experiences and contribute to development of workplace in which I will work.



## EDUCATION

**Bachelor degree in Finance | university of Hail**

GRADUATION YEAR:2022

GPA: 3.5/4.00 with second honor



## EXPERIENCE

**Training | Rawasi Alshati company**

**JANUARY.2022 – JULY.2022**

CHART OF ACCOUNT AND ENTRIES.PETTY CASH.CLOSED JOINT STOCK. REGISTERING VAT.  
PAYROLL.FINANCIAL ANALYST.

**Job Title | NJH group**

**Sep2022 – present**

**Procurement officer**

Receive and prepare quotations.Manage all emails from clients and suppliers.

Track all shipments and manage logistics documents.

**HR on Outsourcing**

In charge for arranging interviews.

Attestation documents for the manpower from Chamber of Commerce and the Ministry of  
Foregoing Affairs .Issue health insurance , Iqama, ERE Visa , Muqem, Ajeer.



## SKILLS

- Use of Microsoft office programs
- Effective communication
- Work within the team
- Achievement and flexibility



## COURSES

- Cash management
- Insurance market
- Savings
- Revenue development



## LANGUAGES

- Arabic. (native)
- English. (Fluent)