

Address: Nizwa, Sultanate of Oman

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Nationality: Omani | Gender: Female | Marital status: Single

OBJECTIVE

A fresh and enthusiastic Accountant graduate whom obtained a good academic record. Looking forward to apply for an entry level accounting position that provides an opportunity to pursue a professional accountant career. Furthermore, to utilise my qualifications and experience in delivering a professional accounting services. This includes financial and accounting activities related to accounts payable, accounts receivables, and general accounting.

PROFESSIONAL PROFILE

Hard working graduate with a Bachelor's degree in Accounting. Equipped with strong academic educations obtained from Oman leading university. Have hands-on experience, with technical accounting skills and a practical understanding on applying accounting principle in a business context. A proven individual who offers precision in all tasks delivering high quality and efficient work results.

EDUCATION

▪ BACHELOR DEGREE ACCOUNTING, SULTAN QABOOS UNIVERSITY, MUSCAT

✓ **Fall 2012 to Summer 2017**

✓ **GRADUATION STATUS: GOOD (CGPA: 2.64)**

The course covers a number of advanced level components in accounting major including financial accounting, management accounting and auditing.

▪ GENERAL SECONDARY CERTIFICATE, AL AIN SECONDARY SCHOOL, NIZWA

✓ **FROM 2011 TO 2012**

✓ **OBTAINED RESULT: 91.8 %**

PROGRAM CURRICULUM

- | | |
|--------------------------------------|---------------------------------------|
| • Business Mathematics | • Accounting Information Systems |
| • Principles of Management | • Principles of Auditing |
| • Introductory Financial Accounting | • Technical Writing for Business |
| • Introductory Management Accounting | • Business Law |
| • Operations Management | • Taxation |
| • Principles of Finance | • Financial Statement Analysis |
| • Principles of Marketing | • Corporate Governance |
| • Business Statistics | • International Business |
| • Micro-economics & Macro-economics | • Accounting For Oil and Gas Industry |

INTERNSHIP PROGRAM

▪ The Supreme Council for Planning (SCP), 19th Jun 2016 to 11th Aug 2016

I was enrolled in a comprehensive internship program that covers various operational departments such as (Payroll, Purchase, Projects, Treasury, Finance and Audit). The main responsibility was to:

- **Process the monthly payroll** for the council employee's

- Review the credit note received by suppliers & **process the necessary payment voucher**
 - Perform the **financial evaluation of Request for Quotation (RFQ)** for the purchase dep. In addition, dispense projects payment milestone in coordination with project team.
 - Participated in **enrolling the Half-year Financial Statement** for the council and supported the budget team in adjusting budget statement.
 - **Performed auditing activities** on the completed financial transaction processed by finance dep.
- **Bank Sohar S.A.O.G (Nizwa Branch), 17th Aug 2014 to 19th Sep 2014**
- I was assigned as **Customer Services Representative (CSR)**. The main responsibility was to **assist customers with routine account-related requests** such as: funds transfers, loan payments, inquiries about bank products and services, queries about ATM/debit card usage, and inquiries about checking the savings accounts transactions.

CONFERENCES, WORKSHOPS & ACTIVITIES

- Participated in the **Financial Analysis Challenge** for the year 2016, organised by Muscat Securities Market
- Participated in **organising a workshop for Project Management in SMEs**, organised by Accounting Group at the College of Economic and Political Science
- Successfully completed a **Financial Planning Program** on March 2016, organised by Youth Vision Committee and sponsored by BP Oman
- Attended a specialised **Training in MS Excel for Finance** on 29th Nov 2016, organised by Modern knowledge For training
- Participated in **“Sharikati” Competition for the year 2015** and appointed as Head of Public Relations department, the event hosted by Injaz Oman (member of JA Worldwide)
- Active Member in Photo Society at SQU since 2013

SKILLS

- Ability to use Microsoft office suite (Word, Excel, PowerPoint) and Peachtree program
- Good knowledge to use business applications, email and web browser
- Capability to work as team member and involvement at team work
- Time management and coordination
- Analytical approach / good problem-solving skills
- **Languages:** fluent in Arabic & English (Writing, Speaking, Reading)

AWARDS & APPRECIATION

- ✓ Awarded **certificate of excellence in recognition of outstanding managerial efforts** in SQU Business Society's for the academic year 2016 - 2017
- ✓ Awarded **certificate of appreciation for the exceptional participation** in the 17th photography week and excellent contribution for the year 2014 - 2015

REFERENCES

Assistant Professor Dr. Saif Abdullah Al-Shidi
College of Economics & Political Science, Sultan Qaboos University
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