

Reem Saif Said Al-Kiyumi

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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
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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:
 - a) Bank reconciliation and inventory reconciliation.
 - b) Cost allocation.
 - c) Preparation of various financial reports and learn about the SAP system.
3. Send emails to different vendors regarding invoices.
4. Read contracts and extract information from them.

5. Read the different agreements that BP has with partners and create a tracker for the agreements.
6. Update budget plans, analyze variances in the budget and causes of the variance.
7. Update the finance dashboard that summarizes expected costs and revenue.
8. Prepare slides to present the budget plan to the upper management.
9. Design economic models that projected future cash flows along with other financial measures such as NPV and IRR.
10. Learn about BP's Khazzan Gas Field.
11. Learn about subsurface, well drilling, completion processes and gas production.

References:

Available on request.