

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).

Discription:

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-cancellation.
- 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%**