

SUMMARY

As an ambitious and enthusiastic individual, I am seeking a challenging career within a progressive organization. Recent graduate with Bachelor’s degree in Finance with good interpersonal communication skills in addition to a confident approach and professional attitude. Seeking an opportunity to utilize these skills more effectively and working toward achieving organization goals.

EXPERIENCE

- Tamheer Trainee – Finance Control Specialist & Secretary Ophthalmology Department Apr/2025 – Oct/2025
Eastern Health Cluster – Qatif Central Hospital
- Operated government procurement platforms: Mawared, Etimad, and Bain.
 - Utilized various software including Oracle and Microsoft Excel.
 - Organized surgical patient schedules using Excel and guided patients through pre-surgery requirements.
 - Drafted and sent official emails to department heads and supervisors.
- Accountant Oct/2024 – Nov/2024
Real Estate Experts for Investment and Development
- Financial Accounting: Handled accounting and finance tasks including invoice recording in Excel, VAT refund submissions to the Zakat, Tax, and Customs Authority, and financial auditing.
 - Human Resources: Managed HR tasks using government platforms such as GOSI, Qiwa, Mudad, and Malath Insurance.
 - Customer Service and Suppliers: Communicated with clients, suppliers, and investors to ensure smooth operations.
 - Oversaw investment processes and managed bank transfers.
 - Processed payments through company bank accounts.
 - Drafted contracts and official letters.
 - Scheduled appointments, handled front-desk duties, and performed daily secretarial tasks.

PROFESSIONAL DEVELOPMENT

- Internship Trainee Jul/2023 – Aug/2023
Aramco
- Gain information related to cost list and Controllable Cost (CC).
 - Recognized and understood the function of Planning and Programming Unit.
 - Attended a Community Work Principles and Fundamentals Course (RAED Basic) by AlFozan Academy at KFUPM supported by Saudi Aramco Initiative to promote voluntary work.

EDUCATION

- Bachelor of Finance Aug/2020 – Jun/2024
Imam Abdulrahman Bin Faisal University
- First Honors with Cumulative GPA 4.76/5.
- Projects:
- The Impact of Foreign Investment of the Kingdom of Saudi.
 - Financial Analysis of Saudi Telecommunication Company (STC).
 - Financial Analysis of Hail Cement Company (HCC).

CERTIFICATES

- Attendance Certificate of Leadership Development Program for Girls 2016
Cateus Toastmasters International Club

VOLUNTEERING

- Stage Assistant 2017
Recording Media Production
- Assisted with greeting audience to enter the stage and guided them to their chairs.
- Secretary of Heritage Department 2015
Qatif Festival (Wahтна Frahna 6)
- Assisted with financial and expenses reports in the department.

SKILLS

Financial Analysis	Expert	Risk Management	Advanced	Leadership	Expert
Accounting	Expert	Communication	Expert	Microsoft Excel	Advanced

LANGUAGES

English	Intermediate	Arabic	Native
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