

Ahlam Abdullah Al-Shaikh Ahmed



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Eastern region ,Saudi Arabia

Experience:

- Admin assistant + Accountant | 2/2022 – presented (Rose Design EST)
- Accountant + Human resources | 7/2019 – 1/2022 (Ameen Al-Mohsen Company)
- Account manager | 9/2013 – 3/2014 (Abdul Kareem EST)
- Photographer | 2009 – presented
- Executive Secretary | 5/2007 – 12/2007 (Elite Union for mediation)
- Graphic designer | 2005 – presented

Relevant course:

- Principles of financial accounting
- Principles of managerial accounting
- International business management
- Integrated enterprise systems
- Management information systems
- Operation management
- Information technology
- Money and banking
- Commercial law
- Marketing management
- Statistical management
- Public administration
- E-business
- Project management
- Communication skills

Additional courses:

- IT in the workplace-Master Microsoft Office
- Project procurement management
- Leadership essentials
- Accounting bank
- Photography
- Photoshop

Objective :

I am an enterprising young professional intending to continue my development where I can learn, express and utilize my education and skills to advance the overall outcome of the business of the organization.

Education :

June 2014 Bachelor Degree in Business Administration of King Faisal University.

Languages :

- Arabic – native language
- English – second language
- Turkish – acquired language

Skills :

- Communication skills
- Team leadership
- Human resources
- Microsoft office
- Motivated
- Work individual and in group