

Maryam Hussain Almousa



CONTACT

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SKILLS

Microsoft Office Suite

Team work

Communication skills

Adobe Programs

Time Management

Photography

Objective

A motivated, adaptable, and responsible worker seeking a position that utilize the professional and technical skills developed through past work experience and education.

Work Experience

01/2021
Present

Accountant

Abdul Aziz Hamad Al Fares And Sons Company - Dammam
- Daily customer collection entry into SAP.
- All credit notes and discounts.
- Taking orders and issuing bills/invoices.

09/2020
01/2021

Cost Accountant

Manto Rose Company - Alkhobar, KSA
- Posting the invoices daily in the Journal as entries.
- Review the inventory for the branches monthly with specialists.
- entering the monthly payroll entries in the system.

12/2019
03/2020

Auditor (Trainee)

AlSudais CPAs (JHI) - Alkhobar, KSA
Audit report, Financial Statements,
VAT return, Zakat and Tax.

04/2018
02/2019

Production Operator

FedEx – Denver, CO
Print/copy/finish orders according to the customer specifications.

01/2016
12/2017

Student Assistant

University of South Alabama – Mobile, AL
Assist students with computer issues such as software programs, printers and copies.

Education

2017

University of south Alabama - Mobile, AL
Bachelor of Arts

2013

Spring international Language - Denver, CO

2010

King Faisal University - Dammam, Saudi Arabia
Bachelor of Accounting

Honors

2014,
2015,
2017

University of South Alabama Dean's List

Volunteering

2017

Receptionist

Mobile Museum of Art - Mobile, AL

2019

Information Desk

Aramco (Ithra) - Dahrhan, Saudi Arabia

Certificates

2020

Advance Microsoft Excel

2019

Principles of Financial Accounting

2019

VAT Application in Saudi Arabia