



ZAHRA ALRASHID

PERSONAL INFORMATION

 **Address**
Eastern Province, KSA


 **Nationality**
Saudi


 +966 541320888

 zhr_20045@hotmail.com

SKILLS

Time management 

Organisation and planning 

Adaptability and flexibility 

Microsoft office 

Accounting program (albaseet) 

LANGUAGE

Arabic 

English 

CAREER SUMMARY

- With a bachelor's degree in Finance, and with always to the point crisp and clean, Work well independently or on a team, and with a good communication as well as organization skill. my goal is to find a full-time Finance position to services in administrator environments.

EDUCATION

2017 • BACHELOR'S DEGREE IN FINANCE
MINOR DEGREE IN MANAGEMENT

At: Wichita State University, Wichita, Kansas, U.S.A
December 2017

EXPERIENCE

• ALOMAR GROUP CONSTRUCTION COMPANY
SINCE JULY 2020- CURRENT

Position: accounting
Job descriptions: Preparing accounts and tax returns
Data entry (bank statements, Custody)
Administering payrolls
Auditing financial information
Compiling and presenting reports

ACHIEVEMENTS

- Dean's list 2014
- Volunteer in tutoring classmates
- Volunteer in Saudi student association
- Microsoft Excel Advanced Functions with Index and Match online course.