

I am enthusiastic and ambitious lady who is keen to find a challenging & suitable position with an ambitious company that offers opportunities for career development and advancement .

SKILLS

Time Management

Customer Relation

Customer Satisfaction

MS Office

Teamwork

Computer&Software

Hard Working

EXPERIENCE

Account Admin Assistant

Entier Saudi Arabia

09/2019 - Present

Alkhubar - Saudi Arabia

Achievements/Tasks

- Dealing with our suppliers and pay them their invoices
- Responsible for our Cash Book, update it each month and send it with all the papers need it to our team in Scotland
- Responsible for our online banking account
- Doing all the money transaction for the company
- Doing some HR work like GOSI,ALM, alsharqia chamber

Community Associate - Operation

Tanami Al-Arabia - Regus

08/2017 - 09/2019

Al-Khubar- Saudi Arabia

Achievements/Tasks

- Creating Invoices and send them to our clients.
- Collecting the payments each month from our clients and send them to Our finance .
- Follow up with our monthly payments to avoid having and bad debit
- Responsible for our collection report , do it each month and send it to our finance with all need it documents for review
- Dealing with supplier and receive the invoices and review it for payment
- Sales & dealing with new prospect
- Responsible about our petty cash and doing our monthly report including all the documents and send it to our operation manager for his review and approval
- preparing manual invoices & receipt for our clients if they need it
- Facing problems and trying to make the best solution for our clients with the assistant from our operation manager
- Dealing with our IT Team in philibin if we face any problem in our branch

Sales & Marketing

Al-Seraj Agency For Travel and Tours

02/2016 - 05/2016

AlQatif,Saudi Arabia

Achievements/Tasks

- Selling Holidays
- Arranging flights to our customer using Siber program
- Collecting and Processing Payments
- give advice to clients on travel arrangements and countries to visit
- keeping our clients up to date with any changes in there flights
- Dealing with complaints or refund

Trainee

Arab Bank

10/2015 - 01/2016

AlQatif,Saudi Arabia

Achievements/Tasks

- Helping the employees by answering the customer questions about our product and services
- Open customer online account and help them to use it
- Update any expire account for the clients

EXPERIENCE

Trainee

Ajman Real State Agency

11/2014 - 01/2015

Ajman, United Arab Emirates

Achievements/Tasks

- Working in Accounting Department with the Accounting Manager
- Preparing Manual Invoices For there customer
- Working in Hr Department Preparing the employees insurance cards and helping the Hr Manager to prepare there salary

EDUCATION

Bachelor's Degree in Finance

Ajman University Of Science & Technology

01/2011 - 01/2015

United Arab Emirates

COURSES

English Diploma

Manchester-United Kingdom

Online Courses in Scotland ,United kingdom

Entier Limited

- Equality And Diversity Policy
- Resource Efficiency
- General Data Protection Regulation
- Health and Safety Induction
- Manual Handling

Preparation of Correspondence

Ethrai Program

Administrative coordination Certificate

Ethrai Program

English Course

Wichita-United State

Bank Accounting

Tatweer Al-Gad Center

Certified Management Accountant- part 1

Center of Human Resource professional for training

The Six management skills & comprehensive accounting

Tatweer Al-Gad

TOEFL & IELTS COURSE

Ajman University Of Science And Techonolgy

LANGUAGES

Arabic

Native or Bilingual Proficiency

english

Full Professional Proficiency

INTERESTS

Reading

Travelling

learning a new skills

swimming

CAPABILITIES

Good Communication skills

willing to learn

Hard working and im able to work under pressure

Always trying to be positive in my work place and do the job in perfect way

PERSONAL INFORMATION

Saudi

Female