

OBJECTIVE: Seeking a job where I can utilize my knowledge and develop my skills and gain More experience.



PERSONAL DATA:

➤ **Name** : DIYAA ELARABY SAAD HAFEZ.
➤ **Date of Birth** : 25/06/1985.
➤ **Nationality** : Egyptian.
➤ **Marital Status** : Single.
➤ **Mobile** : 0598000293
➤ **E-Mail** : DIYAAZOMAN@gmail.com
➤ **Address** : Dammam, Saudi Arabia.

✓ **EDUCATION:**

➤ **Bachelor Degree** : Faculty of Commerce- Sector. (Accounting) - ZAGAZIG University.
➤ **Graduation Year** : June 2006. Grade : Good

✓ **SPOKEN LANGUAGES:**

➤ **Arabic** : Mother Tongue.
➤ **English** : fluently.

✓ **JOB EXPERIENCES:**

➤ **Position** : Accounts Manager .
➤ **Period** : From (01/08/2015) To (01/11/2022).
➤ **Company** : Translink for construction (vendor in ARAMCO) .
➤ **Position** : Cost accountant .
➤ **Period** : From (01/01/2014) To (01/07/2015)
➤ **Company** : ALZOMAN & R.K (CONST& CONCRETE)
➤ **Position** : Chief Accountant .
➤ **Period** : From (01/06/2008) To (30/11/2013).
➤ **Company** : Saudi Oger

✓ **COURSES:**

- 1) Certificate of International Computer Driving License (ICDL)
- 2) Fluent Excellent Work On All Office Programs.
- 3) ISO TRAINING IN AUDITING .

✓ **COMPUTER SKILLS:**

➤ ERP for accounting example SAAP , PEACH TREE , DELTA FINANCIAL , M.
➤ Microsoft Office All version .
➤ ALL System Bank on line & payroll (RAJHI & NCB & BILAD)
➤ Search for new technology for this field.

✓ **Professional experiences:**

➤ Preparation Balance sheet and ZAKATE certificate
➤ Record Sales and monitor customer accounts and vendor accounts.
➤ Preparation of monthly salaries and cash budget and cash follow
➤ Preparation of trial balances necessary.

✓ **ADDITIONAL SKILLS:**

- 1) Have the ability to accept risk and work under stress.
- 2) Have the ability to be a member in teamwork.
- 3) Accept to work at any place inside.
- 4) Able to learn new experience.
- 5) Accept all hard working conditions.
- 6) Ambitious and active.
- 7) Complete the task as scheduled.
- 8) Organization skills, time management and self-planning.
- 9) Pay attention for safety, accuracy, efficiency, honesty, completeness and creativity.