

Ghadah Alhawiti

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Objective

- To leverage my strong accounting skills and experience in a challenging role that allows me to contribute to an organization's financial success. I aim to utilize my attention to detail, analytical abilities, and knowledge of accounting principles to support financial operations and the company's success.

Education

DIPLOMA | 2012 | TECHNICAL AND VOCATIONAL TRAINING CORPORATION

- Major: Accounting

Skills & Abilities

- Accounting | Financial Analysis | Budgeting | Financial Reporting | Accounts Payable/Receivable | Financial Statements | Record-Keeping | Administrative Tasks | Event Planning | Communication Skills | Attention to Detail | Analytical Abilities | Problem Solving | Time Management

Experience

ACCOUNTANT | HABITAS ALULA RESORT | APR 2022 – SEP 2022

- Managed financial transactions and maintained accurate records for the resort.
- Prepared and analyzed financial statements, including balance sheets and income statements.
- Collaborated with the finance team to ensure compliance with accounting principles and regulations.
- Assisted in the preparation of budgets and financial forecasts for the resort.

GENERAL ACCOUNTANT | FAHD BIN SULTAN UNIVERSITY | JAN 2021 – MAR 2022

- Oversaw the university's financial operations, including accounts payable and receivable.
- Conducted financial analysis and provided reports on budget variances.
- Assisted in the implementation of accounting policies and procedures.
- Prepared monthly financial statements and reconciled bank statements.

SECRETARY | FAHD BIN SULTAN UNIVERSITY | NOV 2017 – DEC 2020

- Managed administrative tasks, including scheduling appointments and handling correspondence.
- Maintained and organized records and files for the department.
- Provided support to faculty and staff members in various administrative tasks.

Certificates

- Tourist guidance qualification program - 56 hours | Ministry of Tourism | Dec 2023
- Professional accountant course - 40 hours | Fahd bin Sultan University | Feb 2021
- English Course - Second level | Fahd bin Sultan University | Mar 2020