

SHAIKAH ALTAMRAH

Kingdom of Saudi Arabia - Riyadh

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EDUCATION

2017

BACHELOR'S DEGREE IN ACCOUNTING, KING SAUD UNIVERSITY

Bachelor's degree in Accounting with a Second Honors degree from Business Administration College

EXPERIENCE

MAY 2023 – PRESENT

ACCOUNTANT, THE EYE CONSULTANTS

Working as TAMHEER trainee program as an accountant in the financial department

- Prepare daily reports for the review process using the system.
- Record daily revenues using the system.
- Enter tax invoices for suppliers in the system.
- Record payment reports in the system.
- Documenting and archiving payment receipts for banks.

APRIL 2018 – DECEMBER 2019

ACCOUNTANT, AL SAIF OPERATION AND MAINTENANCE COMPANY

Worked as an Accountant in the Operations Department

- Auditing invoices.
- Processing payment orders and disbursement orders in the Oracle system.
- Issuing tax invoices in the Oracle system.
- Establishing budgets for each project.
- Establishing dedicated databases for each project.
- Monitoring invoice payments.

2017

COOPERATIVE TRAINING, KING FAHD MEDICAL CITY

Cooperative training in the Financial Management Department of King Fahd Medical City

VOLUNTEER

Participated in the Ihtawa Foundation for Volunteer Work, 2017

Volunteered in events at the Management Club, College of Business Administration, 2015-2016.

Volunteered in events at the Accounting Club, College of Business Administration, 2014-2015

TRAINING COURSES

Functional Rehabilitation Course at Taqat Center for Human Development, 2018
Saudi Stock Market and Factors Affecting Investment Course, 2015
Attended the Saudi Aramco Women's Symposium at the College of Business Administration, 2015
Accounting Terminology Course in English at King Saud University, 2014
Attended the First Conference of Business Administration Colleges in Gulf Cooperation Council Countries, 2014

SKILLS

- Review and auditing skills
- Problem-solving skills
- Ability to innovate, develop, and manage change
- Decision-making skills
- Ability to work within or lead a team
- Flexibility and ability to prioritize and manage time professionally
- Interpersonal skills to work effectively within a team or individually
- Ability to identify challenges and find solutions
- Data analysis skills

COMPUTER SKILLS

- Microsoft Office (Word, PowerPoint, Excel) - Advanced level
- Internet usage - Advanced level
- Social media platforms