

Shahad Mohammed Al-Atawi

📍 Tabuk, Saudi Arabia

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CAREER OBJECTIVE:

Bachelor's Degree in Accounting graduate, aspiring to join a professional work environment in the accounting field where I can apply my skills in financial data analysis and efficiently operate systems such as Odoo and advanced Excel. I aim to add value through precision and professionalism, contributing to the organization's objectives in line with the latest accounting standards.

EDUCATION:

Bachelor's Degree in Accounting from University of Tabuk
GPA: 4.86/5 with First-Class Honors

Aug 2024

EXPERIENCE:

- **Vocational Training | Egrar Applied Bootcamp for Accountants** (Sep – Oct) 2024
 - Configuring accounting systems and establishing the chart of accounts.
 - Preparing trial balances, financial statements, and reports in accordance with the new Companies Law.
 - Building strategic and business partnerships with clients and suppliers.
 - Analyzing financial data and delivering accurate reports using advanced Microsoft Excel tools.
 - Utilizing the Odoo system to manage daily accounts and record financial transactions professionally.
- **Accounting Intern | Nabny Limited Co.** (Jun – Aug) 2024
 - Recording daily journal entries (advances and accruals).
 - Receiving progress payment certificates and issuing sales invoices (including tax and deduction entries).
 - Managing petty cash advances and clearing them.
 - Following up on cash or check collections related to submitted progress certificates and reviewing any deductions applied to the check.
 - Reducing the client's outstanding balance by the collected amount, documenting it, and recording the necessary entries based on the attached supporting documents.

TRAINING COURSES:

- Data Analysis Skills Using Microsoft Excel | 30 h – Alakmaar Institute Training Dec 2024
- International Public Sector Accounting Standards (IPSAS) | 18 h – Dorroob May 2023

SKILLS:

- Financial data analysis and report preparation.
- Proficient in Excel for data analysis and Odoo for account management.
- Ability to work under pressure and prioritize tasks effectively.
- Quick learner with adaptability to workplace changes.
- Excellent communication and teamwork abilities.
- Time management and problem-solving skills.

LANGUAGES:

- Arabic: Native.
- English.