

MAHA ALMUTAIRI

Accountant

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Saudi Arabia

SUMMARY

My professional goals are to develop accounting skills and achieve outstanding performance in a supportive professional environment. I aim to enhance my experience in financial and management accounting, and contribute to the success of the institutional team by providing accurate and effective solutions that will help me deepen my knowledge in financial accounting and achieve accurate and effective results in accounting management .

EXPERIENCE

Sadara Chemical Company

Cooperative program

- *Accounting Payable Department*
 1. *assist in processing invoices and maintaining financial records*
- *Accounting Quality Control Department*
 2. *collaborated with accounting teams to ensure timely and accurate financial reporting*

SKILLS

- Strong organizational and time-management
- Communication and interpersonal
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Familiar with *Computer software and Excel program*
- Proficiency in *effective communication*
- *Analyze and solve problems and making decisions*
- *familiar with SAP system*

CERTIFICATIONS

- Certificate in Accounting Principles
- Certificate in Small Business Management

Other certifications:

- Certificate in Business Report Design
- Certificate in Cyber Security
- Certificate in Human Resources: introduction to strategic human resource planning
- Certificate: Foundations of Human Resource Management

EDUCATION

2020-2024

Saudi Electronic university
Bachelor's Degree in Business Administration,
Accounting Department, with a GPA of 3.45/ 4

LANGUAGE

English: STEP score 90%
Arabic