

Kawthar Mohif

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Objective

- Enthusiastic and detail-oriented individual seeking a stimulating Accountant role where I can leverage my existing accounting knowledge and develop further technical expertise within a supportive and progressive environment.

Education

BACHELOR'S DEGREE | 2021 - 2025 | SAUDI ELECTRONIC UNIVERSITY

- Business Administration | Accountant

DIPLOMA | 2015 - 2018 | COLLEGE OF INFORMATION TECHNOLOGY LINCOLN

- Business Administration | Accountant

Skills & Abilities

- Microsoft Office Suite (Word, Excel, Power BI)
- Data Entry
- Record Keeping
- Communication (Written and Verbal)
- Attention to Detail
- Language Skills: Arabic (Native), English (Fluent)

Experience

ACCOUNTANT | KABBANI CONSTRUCTION GROUP - KCG | 3 YEARS - PRESENT

- Managed accounts receivable and ensured timely collection of payments.
- Prepared project checklists and contract information.
- Followed up on project workflow until system activation.
- Coordinated with the billing team for payment document preparation.
- Handled warranty preparation and updates.
- Maintained project closing reports.

ACCOUNTANT - CO-OP | KABBANI CONSTRUCTION GROUP - KCG | AUGUST 2024 - FEBRUARY 2025

- Processed bank entries.
- Performed bank reconciliations.
- Recorded petty cash transactions.
- Assisted with personal benefits settlements.
- Handled intercompany transactions.
- Issued cheques.

Id Number: 1097436842

Membership No: 142487

رقم الهوية ١٠٩٧٤٣٦٨٤٢

رقم العضوية ١٤٢٤٨٧

This is to certified that

Kawthar Habeeb Hassan Mohif

is an active Associate member of SOCPA.

effective from the date 27/09/2021 and the validity of this certificate shall expire on 05/03/2026

تشهد الهيئة السعودية للمراجعين والمحاسبين بان

كوثر حبيب حسن محيف

أحد الأعضاء المنتسبين في الهيئة

إعتباراً من تاريخ 27/09/2021 وينتهي سريان هذه الشهادة في تاريخ 05/03/2026



الرئيس التنفيذي



د أحمد بن عبدالله المغامس