

Dana Alminqash (CME-1)

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OBJECTIVE:

Attentive and organized with a solid background in Financial Management, Treasury, and Liquidity Management. Possess strong analytical, problem-solving, and risk-assessment skills that enable me to optimize financial processes, manage cash flows efficiently, and support organizational growth. Seeking to apply my knowledge in a professional environment and contribute effectively to achieving organizational objectives while developing my expertise in financial management and related areas.

EDUCATION:

Bachelor's Degree in Financial Management | Shaqra University, Riyadh | 2021 - 2025

GPA: 4.94 (Excellent with First Degree Honor)

EXPERIENCE:

COOP Training at Finance Department | Real Estate Development Fund (REDF) | Aug 2025 – Dec 2025

- Tracked daily cash flows across 15+ bank accounts, preparing detailed liquidity reports.
- Checked payment orders and verified names and amounts before approval.
- Managed and reconciled 100+ outstanding invoices monthly, maintaining accurate and up-to-date financial records in the accounting system.
- Extracted monthly statements for 10 call accounts and tracked daily balances and monthly interest in Excel records
- Prepared weekly liquidity reports to identify available and restricted liquidity and determine amounts for treasury investment.
- Monitored bank balances and tracked fund transfers using the Single View Platform.

PROFESSIONAL CERTIFICATION:

CME-1 | Capital Market Authority (CMA)

COURSES:

- Introduction to Securities and Investment (CME-1).
- Financial Analysis for Planning and Forecasting.
- Project Risk Management.
- Leadership Skills.
- Business intelligence
- Standardized Test for English Proficiency (STEP).

SKILLS:

Technical:

- Proficiency in Microsoft Office (Word ,Excel ,PowerPoint)
- Financial reporting and analysis
- Data accuracy and verification
- Reconciliation and auditing

Personal:

- Knowledge of the Saudi financial market
- Highly adaptable to dynamic environments
- Teamwork and collaboration
- Proactive and reliable
- Presentation skills

LANGUAGE:

- Arabic
- English