

Muneerah Aljughiman

Finance

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ABOUT ME

A highly motivated and results-driven graduate in Business Administration, seeking a challenging position in an innovative organization. I possess a strong foundation in business strategy, data analysis, and project management, with a proven ability to improve efficiency and achieve successful outcomes. I am eager to apply my skills in data analysis and business strategy to create a positive impact and drive sustainable growth in a dynamic work environment. Experienced in working within multidisciplinary teams, with the ability to adapt to changing work environments and provide innovative solutions to complex problems.

PROFESSIONAL EXPERIENCE

Trainee Saudi Irrigation Organization

7/7/2024 - 31/10/2024

- Work on transactions and record them in the financial system. Issue a disbursement authorization paper and enter the platform to approve the matching number and record the necessary data.
- Worked on entering financial transactions into the Oracle system, including recording exclusive numbers, dates, and values.
- Used the system to calculate fines and discounts and added them to financial transactions accurately.
- Reviewed financial transactions to ensure their accuracy and compliance with established standards.
- Executed the reconciliation process for financial transactions to ensure number consistency.
- Monitored advances and hold payments, ensuring their proper entry into the financial system.
- Enforced transaction approvals based on the corporation's approved regulatory procedures.
- Contributed to reducing financial errors by 15% through improved data entry procedures and transaction reconciliation.
- Worked closely with the financial team to develop innovative solutions that improved the corporation's financial efficiency.

2020 - 2021

• Student Council – King Faisal University

Member of the Student Council at the College of Business Administration

- Assisted in organizing university activities and student events aimed at enhancing cooperation between students and faculty members.
- Represented student opinions in meetings with university administration, developing initiatives to improve the academic and social environment.
- Enhanced leadership and teamwork skills by collaborating with the council team to achieve common goals.

Certifications & Courses

- Certified Volunteer Leader – Saudi Aramco Initiative to Enhance Volunteering 12/10/2023
- Membership Certificate in Student Council – King Faisal University 2020-2021
- Completion Certificate of Future Career Path Planning Project – Fundamentals of Career Program by Misk Foundation 1/8/2022
- Fintech Saudi Fintech Summer Sessions 24 23/6/2024 - 27/8/2024

EDUCATION

King Faisal University

Bachelor of Business Administration

Major in Financial

Graduation Year: 2024

Languages

Arabic
English

TECHNICAL SKILLS

- Oracle
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word

PERSONAL SKILLS

- Strategic
- Effective Communication
- Financial Analysis
- Time Management
- Ability to Work Under Pressure
- Adaptability and Flexibility
- Strategic Thinking
- Budgeting and Financial Planning
- Financial Reporting and Analysis