

# Deema Abdulrazzaq Al-Qahtani

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Saudi Arabia

## SUMMARY

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I am seeking to secure a position in a reputable organization that aligns with my qualifications and career aspirations, also confident that my expertise in delivering results will enable me to make a significant contribution to the organization's success. The main objective is to join a dynamic team where I can leverage my skills and knowledge to drive innovation, improve efficiency, and achieve outstanding results.

## EXPERIENCE

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### Aljomaih Automotive (AC Delco) | Saudi Arabia

Accountant | December 2022 – Present

- Prepare financial statements, including income statements, balance sheets, and cash flow statements.
- Manage invoicing as well as processing vendor payments and ensuring timely payments of invoices.
- Stay updated on financial regulations and compliance requirements.

### Al Mesaed Office, Chartered Accountants and Auditors | Saudi Arabia

Audit Assistant | for one year and half

- Assisted in the preparation of detailed audit documentation to support findings and conclusions.
- Maintained accurate financial records through diligent bookkeeping.
- Conducted a thorough review of sales and purchase statements for accuracy and compliance.
- Submitted tax returns electronically via the General Authority for Zakat and Income websites.

### Northern Line Company (Beauty Clinic) | Saudi Arabia

Customer Service Specialist | For 8 Months

- Answered phone calls and responded to inquiries about services and appointments.
- Collected and recorded client information, including medical history and preferences.

### Ibn Khaldun Schools | Saudi Arabia

Data Entry Specialist | 2016 – 2017

- Updated and maintained school records, ensuring accuracy and timeliness in data entry.
- Reviewed data for errors or inconsistencies and corrected them as needed.

### Community College – King Saud University | Saudi Arabia

Cooperative Training

## EDUCATION

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### Majmaah University | College of Business Administration | Saudi Arabia

Bachelor's Degree in Business Administration – Accounting | GPA: 3.63 out of 5 | 2014

## OTHER

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### ● Courses & Certificates:

- Preparing and Developing the External Auditor Course | for 10 Days | 40 Hours.
- Cooperative Training Certificate | the Higher Technical Institute | Riyadh.
- Central Noor System Course.
- Reports and Mail Merge Course.
- Certificate Approved by Al-Moayah Institute.
- English Language Course.
- Value Added Course.

### ● Technical Skills:

- Financial Reporting.
- Regulatory Knowledge.
- Auditing Proficiency.
- Administrative Skills.
- Customer Relationship Management.
- Proficiency in Microsoft Office Suite.
- Strong General Computer Skills.

### ● Soft Skills:

- Communication Skills.
- Problem-Solving.
- Attention to Detail.
- Decision-Making.
- Analytical Thinking.
- Time-Management.
- Flexibility and Adaptability.
- Collaboration and Teamwork.

### ● Languages: Arabic, English.