

Dana Alminqash (CME-1)

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PROFESSIONAL SUMMARY:

Financial management graduate with experience in treasury operation, financial reporting, and cash flow analysis, supporting liquidity management and financial decisions.

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.

EDUCATION:

Bachelor's degree in financial management | Shaqra University | 2021 - 2025

GPA: 4.94 (Excellent with First Degree Honor)

PROFESSIONAL CERTIFICATION:

CME-1 | Capital Market Authority (CMA)

COURSES:

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- Financial Analysis for Planning and Forecasting.
 - Project Risk Management.
 - Business intelligence
 - Standardized Test for English Proficiency (STEP).

SKILLS:

Technical:

- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Financial reporting and analysis
- Invoice matching
- Bank reconciliation
- Treasury operation

Personal:

- Teamwork and collaboration
- Proactive and reliable
- Presentation skills
- Attention to detail

LANGUAGE:

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- Arabic
 - English