

HADEEL SAUD ABDULAZIZ ALMASHOUQ

• Dammam, Saudi Arabia •

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OBJECTIVE

To provide exceptional quality work while committed to achieve outstanding results and provide accurate responses to suit specific situations.

EDUCATION

Kind Saud University:

2006-2011

Bachelor's Degree in Accounting:

PROFESSIONAL TRAINING COURSES

- Intellectual accounting concept. 04/10/1432
- Development of communication skills. 05/15/2011
- Saudi Second international conference of accounting investment: support and development. 04/02/1430
- Training program in computer – photoshop design. 26,27/04/1433
- The second rehabilitation program for supervisor's activity. 13,14/03/1433
- Hypo program to develop talent Leadership. 11/10/2012 to 02/03/2013
- Learning tree international. 11/09/2013

PROFESSIONAL WORK EXPERIENCE

School House Aldirihmah

May 2012- July 2012

- Administrative services.
- Management assistant.
- Working on Computer – collecting data, writing, printing.

Shri Trading Company

Financial Assistant

Nov. 2015 – Oct 2016

- Worked on Euricl program.
- Data collecting.
- Monthly report of the cars sold.
- Annual company report.

Precision Equipment Co

Accountant General –
Personnel

july. 2017

- Worked on Euricl program.
- Data collecting.
- Financial Statements
- Salary track
- Personnel

SKILLS & COMPETENCES

- **Languages:** Arabic speaker, average English speaker
- **Extracurricular Activities:** Active and involved in extracurricular sport activities which include: Swimming, walking, and gym.
- **Competences:** Multitasking, Team work, Great knowledge related to Finance. Great level of organization and ability to schedule well in advance for upcoming events/deadlines. Able to work for long hours and ability to lead in a group with great leadership skills.

REFERENCES

- Available upon request