


Reham Aljumiah

Accounting

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Education

Bachelor's degree in **Accounting** from Imam Muhammad bin Saud Islamic University with **second class honor**.
GPA: **4.60** out of 5 | Graduation Date: 14/5/2020

University Projects

- A project for **External Audit** course - **Seventh** level (422)
 - Work within a team of 5 students to have an accountant office and create a report that confirm the fairness of a virtual company's financial statements
- A project for **Financial Statement Analysis** course - **Seventh** level (417)
 - Conducting an analytical study of the company's financial statements to convert it into a set of information used for decision-making
- A project for **Financial Markets** course - **Eighth** Level (451)
 - Trading by virtual via Tadawul website, establishing a wallet, for buying and selling stocks to prepare four summarized reports that contain the performance of the wallet weekly for a month

Experience

- **Alahlia for Cooperative Insurance Company | Riyadh, Saudi Arabia**
Accounting Trainee in Tamheer Program **from August 2020 to February 2021**
 - Completing financial reports on a regular basis and providing information to the finance team.
 - Completing bank reconciliations.
 - Work on Payment: Expenses.
 - Work on Payment: Motor Claims.
 - Work on Accrued Expenses.
 - Posting daily receipts.
 - Verifying bank deposits.
 - Recording journal entries.
- **Ministry of Communications and Information Technology | Riyadh, Saudi Arabia**
Trainee in **Vision Realization Office** - General Initiatives Management **from February to March 2020**
 - Work on the financial accounts of the quantities tables in a short time and with high accuracy.
 - Work on Evaluating and qualify forms for more than 15 competed advanced companies, preparing records and following up on that tasks daily.
- **Amjad Watan Company | Riyadh, Saudi Arabia**
Accounting Trainee **from July to September 2019**
 - Prepare the accounting cycle forms and analyze the company's financial statements.
 - Work on a research about Odoo program to suit the company's requirements, and it was approved then I had a basic training it.

Courses and certificates

- **Insurance basics** Course (25 hours) Technical and Vocational Training Corporation (Online platform), Nov 2020
- **Establishment of Accounting and Auditing Firm** Course (3 hours) Accounting Club at Imam Muhammad bin Saud Islamic University, Nov 2019
- **Updates on the Zakat Base** Course (3 hours) Accounting Club at Imam Muhammad bin Saud Islamic University, Oct 2019
- **Basics of Internal Audit** Course (16 hours) Riyadh Chamber, Aug 2019
- **Zakat and Tax Base** Course (3 hours) Accounting Club at Imam Muhammad bin Saud Islamic University, Mar 2019

Skills

- Leadership, coordination and teamwork
- Self-learning
- Communication

Recommendations

- **Moaz Ibrahim Al-Jaafari:** m@amjadwatan.sa | Chief Executive Officer of Amjad Watan Company