

# Munerah Albahili

## Educational History

### King Saud University

Bachelor Degree of Accounting



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Saudi Arabia



Munerah Albahili

## Skills

- Communication
- Time Management
- Team Leadership
- Accounting Financial Analysis

## Courses

- Internal Audit Course (CIA) that was hosted in Association of Certified Public Auditors.
- Administrative reporting Course
- Trainers Program in Financial Awareness.
- Smart Work Ethics.
- Leadership
- .Oracle System.
- Zakat and Tax Course to prepare the SaudiFellowship for Certified Public Accountants.
- Accounting Course to prepare the SaudiFellowship for Certified Public Accountants

## Publications

- I contribute to raising the financial awareness non financial people in a simplified manner that simulates Projects at the beginning of their establishment by writing a book that named Your Guide to your Project.
- Participation in a workshop issuing the Entrepreneurship Curriculum - College of Technology

## Personal Profile

Highly motivated Accountant and Financial Analyst who thrives in high-pressure environments. Focuses on developing and streamlining procedures and finding innovative, cost-effective solutions. Driven finance accountant with a transitory background of accounting, analytics, corporate finance, and tax. Recognized as a hands on, troubleshooter who can easily and efficiently identify and resolve process problems. Possesses strong team-work and multi-tasking skills and the ability to complete projects within time constraints. Seeking a position in an organization utilizing my professional skills in business, finance and accounting and project management while enhancing the organization's efficiency.

## Professional Experience

### Torathuna /2019

- Analyzing financial data of projects.
- Evaluation of craftsmen and feasibility study of the craft project.
- Follow-up of craftsmen in product development
- Involve craftsman in programs to display their crafts.
- Attract skilled craftsmen to work on sustaining their crafts.
- work to establish partnerships and cooperatives between craftsmen and the rest of the competent authorities.
- Supporting craftsmen in case they face any difficulties.
- Lead the IOS 9001 program within the organization.
- Lead the IOS 26000 program within the organization.

### Collaborations / 2018

- Cooperated with Riyada and Social Development Bank as financial advisor and certified trainer in project financing.
- Cooperated in supervising the performance of projects.
- Cooperated with Al-Nahda Association in training more than 20 beneficiaries in financial management.
- Cooperated with several non-profit organizations in supporting and developing financial management.

### World Assembly of Muslim Youth | 4 Years

#### Accountant - Financial Manager

- Complying with all company and local federal accounting and financial regulations.
- Compiling, analyzing, and reporting financial data.
- Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- Presenting data to managers, investors, and other entities. Maintaining accurate financial records.
- Performing audits and resolving discrepancies.
- Computing taxes.
- Keeping informed about current legislation relating to finance and accounting.
- Assisting management in the decision-making process by preparing budgets and financial forecasts.