

Arwa Ibrahim Alharbi, CME-1

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Saudi Arabia

SUMMARY

Motivated and detail-oriented Finance graduate with a strong academic foundation and a General Securities Qualification Certificate (CME-1). Strong analytical and communication skills with a solid academic foundation in financial principles, market dynamics, and business operations. Eager to apply theoretical knowledge in finance, sales, or HR, with a focus on financial analysis, client relations, and talent management. Quick learner, adaptable, and motivated to contribute effectively in a professional environment.

EXPERIENCE

Madinah Municipality | Saudi Arabia

Intern | Cooperative Training | June 2024 – August 2024.

- Assisted the Financial Management Department with budget tracking and expense reporting.
- Processed purchase requests and verified vendor invoices in the Procurement Department.
- Compared supplier quotes and prepared purchase orders in the Direct Purchase Unit.
- Reviewed contract terms and maintained documentation in the Contracts Department.

EDUCATION

Taibah University | Saudi Arabia

Bachelor's Degree in Finance | September 2024.

- Grasp core financial principles and theories: corporate finance, investments, and financial markets.
- Develop proficiency in financial analysis, forecasting, and risk management.
- Gain skills in financial modeling and the use of technology in financial decision-making.
- Learn to interpret and apply financial regulations and ethical considerations in finance.

CERTIFICATES

- General Securities Qualification Certificate (CME-1) | The Financial Academy.

COURSES

- Microsoft Excel | Doroob | January 2025
- Financial Performance Management | Doroob | January 2025

SKILLS

● Technical Skills:

- Financial Analysis.
- Financial Reporting.
- Investment Principles.
- Accounting Fundamentals.
- Sales Techniques.
- Market Research.
- Customer Relationship Management.
- Recruitment Support.
- HR Analytics.
- Microsoft Office Suite.

● Soft Skills:

- Communication.
- Teamwork.
- Adaptability.
- Problem-Solving.
- Attention to Detail.
- Time Management.
- Work Ethic.
- Critical Thinking.
- Emotional Intelligence.

LANGUAGES

- Arabic.
- English.