

Rahaf Alosaimi

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Saudi Arabia

SUMMARY

Graduated with a Diploma in Financial and Banking Management. Gained strong expertise in financial analysis, accounting, and banking operations. Experienced in managing financial data, preparing detailed reports, and ensuring regulatory compliance. Skilled in investment analysis and risk management, with a focus on optimizing financial performance. Ready to pursue a career in financial management, aiming to enhance organizational efficiency and strategic financial planning.

EXPERIENCE

General Education Department in the Eastern Province | Saudi Arabia

Cooperative Trainee - Financial Administration, Procurement Division | Aug 2023 – Dec 2023

- Used Excel to track financial data and procurement records.
- Prepared and processed tenders and bids, including documentation and proposal evaluation.
- Coordinated with various departments to resolve issues and complete tasks.
- Assisted in compiling and analyzing financial reports related to procurement activities.

EDUCATION

King Saud University | Saudi Arabia

Diploma in Financial and Banking Management | GPA=4.90/5 Excellent with First-Class Honors | Jul 2021 – Jun 2024

- Evaluated financial statements and performance, analyzed financial ratios, and assessed financial health.
- Studied the operations of banks, including deposit accounts, loans, and credit facilities.
- Understood different types of investments, portfolio management, and risk assessment.
- Gained knowledge in accounting practices, financial reporting, and budgeting.
- Learned about financial regulations, compliance standards, and ethical practices in banking.

OTHER

- Courses:**
 - Effective Financial Performance Management | Hadaf | November 2023.
 - External Analysis of Entrepreneurial Projects | Entrepreneurship Institute, King Saud University | October 2022.
 - Financial and Commercial Analysis | Entrepreneurship Institute, King Saud University | October 2022.
 - Entrepreneurial Project Financing Methods | Entrepreneurship Institute, King Saud University | 2022.
 - Venture Capital Method for Evaluating Startups | Wadi Riyadh | November 2021.
- Professional Certificates:**
 - Project Management CBP-PM | July 2025.
- Technical Skills:**
 - Financial Analysis.
 - Accounting Software.
 - Spreadsheet Management.
 - Banking Systems.
 - Data Analysis.
 - Investment Analysis.
 - Regulatory Compliance.
 - Financial Reporting.
 - Microsoft Office Suite.
- Soft Skills:**
 - Communication.
 - Problem-Solving.
 - Quick learner.
 - Leading and Mentoring Teams.
 - Attention to Detail.
 - Decision-Making.
 - Time-Management.
 - Flexibility and Adaptability.
 - Collaboration and Teamwork.
- Languages:**
 - Arabic (Native).
 - English (STEP: 83).