

AMJAD ABDULAZIZ ALOQBI

Phone number : 0559828848 | Email : amjadwa27@gmail.com |Saudi Arabia

CAREER OBJECTIVE

Working at a facility that provides the opportunity to develop and grow my skills in scientific and practical terms and improve my skills and knowledge to grow along with the goals of the establishment to gain new experience and benefit from practical and scientific skills to achieve these goals

EDUCATION

Bachelor degree of Business Administration - Accounting With
a very good rating GPA : 3.91 from Tabuk University
2020/08/29 - 2024/06/10

EXPERIENCES

- Training for 4 months at King Fahd Specialized Hospital 2024/01/28 - 2024/05/09

I worked in:

- Self Resources Department
- Insurance department
- Patient review
- Accounting
- collection

I volunteered in the Tarham Tabuk branch committee:

- Auditing and recording files
- Data portal

COURSES

- Basics and principles of financial
- accounting Basics of accounting Executive
- Secretariat Series The culture of work in the administrative side A training course entitled Preparing
- a feasibility study for projects using Excel
- Preparation in English
- Excel
- Cybersecurity
- Communicate Effectively with Customers

PERSONAL SKILLS

- Proficiency in using various
- accounting programs
- Good dealing with numbers Preparing
- financial reports Preparing
- account restrictions, tax invoices and restrictions
- Teamwork
- Proficiency in using computer and office
- Withstand work pressures
- Organization and time management
- Commitment to appointments
- Flexibility at work

ACHIEVEMENTS

I got a certificate of thanks and appreciation from the management of King Fahd Specialist Hospital I got the certificate of passing the Chinese language basics program.

LANGUAGE

- Arabic
- English
- Chinese