

# MOHAMMED ALTAWHEEL

## PROFILE

*I'm looking to obtain a job in administrative environment where I can apply my educational knowledge & skills to support achieving the company's goal*

## CONTACT

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## HOBBIES

The speed of using the laptop computer  
Full adaptation of work within the task group  
Work-pressure capacity  
Connect-ability  
Discipline by laws governing employment  
Self-confidence

## EDUCATION

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- **Institute of Public Administration**  
**Diploma, Accounting from.** **Location:** Eastern Province, Saudi Arabia. **Graduate date:** 10/09/2008.
- **Mohammad bin Fahd University**  
**Diploma, Enterprise Resource Planning (ERP)** from **Prince.**  
**Location:** Eastern Province, Saudi Arabia. **Graduate date:** 25/05/2011.
- **S O C P A**  
**Certificate of Temporary Accounting Technician.**

## WORK EXPERIENCE

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### **ARABIAN TRADING SUPPLIES COMPANY (Regional Accountant)**

[22/01/2015] – [07/08/2015]

Account Received paper, Account balances, Trail balance account the last month.

### **AZMEEL CONTRACTING COMPANY (Security)**

[01/07/2014] – [31/10/2014]

Writing reports to company managers Follow-up reports.

### **ALMANA GENERAL HOSPITAL STORE (Assistant Account)**

[25/02/2013] – [17/07/2013]

Accounting's tools and their price they want inhibitor Hospital in Dammam or Khobar or Jubail or Al Hofuf

### **AZMEEL CONTRACTING COMPANY (Data Entry Account)**

[12/06/2011] – [19/02/2013]

[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep in short.]

## TRAINING AND CERTIFICATION

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-Institute of Public Administration Duration: (05/07/ 2008 to10/09/2008) the type of training: accounting certificate.

\_Microsoft Certified Business Management Solutions Specialist, Enterprise Resource Planning (ERP) Started: 10 months.

\_CERTIFICATE OF COMPLETION Principles of Financial Accounting For Accounting Framework 7h, and Accounting Cycle 8h, February 16,2022. And IT in the Workplace – Master Microsoft Office 50h 26-01-2019, Adjustment Entries and Financial Statement Preparation – 7h, February 20,2022.