

Yosra Alshammari

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Professional Summary

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Ambitious and diligent with highly professional ethics, possessing a strong ability to acquire new skills quickly, find sustainable and long-term solutions, and achieve targets with minimum supervision. Aspiring to join a renowned organization where I would be able to advance my career, lead challenging initiatives, and contribute to the organization's success and growth.

Work Experience

Majedah Mohammed Hattab Company

01/2015 – 04/2017

Bookkeeping clerk

- Detailed daily recording of all financial transactions; From sales, purchases, and income .
 - Tabulation and classification of financial operations.
 - Extracting the results of the project's work and indicating its financial position.
 - Providing information that serves the purposes of groups inside or outside the project.
 - Facilitate the task of accountants to complete their tasks in a short time.
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Education

King Faisal University

2020

Bachelor of - Insurance and risk - From the College of Business Administration, Department of Quantitative Methods

Training Courses

- English Language
 - The art of administrative leadership
 - Risk Management
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Skills

- Communication skills
 - Managerial skills
 - Time Management
 - Microsoft Office
 - Flexibility at work
 - Teamwork
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Languages

- Arabic
- English