

Asma Abdulkarim Alenzi

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Objective

seeking to join a professional work environment that will enable me to develop my practical skills while contributing to the growth and success of the organization, striving to become an effective and valuable team member

Education

- **Diploma in General Cybersecurity**
  Training Center at the Abha Chamber of Commerce and Industry, in collaboration with Cisco Academy | 2023

Work Experience

- **Accountant**
  Saudi Concrete Technique Company (CRE-TEC) | 01/2025 - Present

- **Assistant Accountant**
  Arab Building Support and Rehabilitation Company (Absar) | 11/2021 - 06/2024

- **Field Researcher**
  General Census of Population and Housing | 05/2022 - 06/2022

Training Courses

- Data Entry | Al-Nahda Association
- Data Entry | Bunyan Association
- Computer Course

Skills

- Proficiency in writing reports.
- Expertise in using Ebiz system.
- Expertise in using Archiving system software.
- Proficient in Microsoft Office applications.
- Skilled in issuing bank guarantees.
- Experience in managing collection transfers from branches to the central office.
- Replenishing branches from the central office.
- Efficient time management and excellent organizational skills.

Languages

- Arabic: Fluent
- English: Good