

RAWAN ABUTALIB QAISI

ACCOUNTING

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SUMMARY

recent graduate in accounting, have knowledge in financial reports, statements, and data analysis, with a keen interest in developing the efficiency of financial operations. characterized by accuracy, organization, and commitment to financial quality standards. looking for an opportunity as a junior accountant where can apply my knowledge and contribute to achieving the organization's goals.

EDUCATION

Bachelor's degree in accounting.
Jizan University

June 2025

Graduation Project: The study was conducted on corporate governance and its relationship to corporate social responsibility

EXPERIENCE

Accounting Trainee (Tamheer Program)

- Abdulkarim Hakami Medical Complex

Jan2026 – July2026

- Recorded journal entries using Marshall Accounting System (revenues, purchases, expenses, and deposits).
- Maintained and tracked daily revenues using Microsoft Excel.
- Performed cash reconciliation for front desk petty cash and ensured accuracy of balances.
- Assisted in inventory counting for medications and medical supplies, ensuring alignment with accounting records.
- Supported daily accounting operations and maintained accurate financial data.

Field training in the Jazan Region Municipality, Financial and Administrative Affairs Department, for a period of 3 months.

Tasks have done:

- Employee Credit Disbursement Order
- Delegation Benefits and How to Approve Employee Allowances
- Monitoring Daily Account Records

The application was implemented through the ORACLE website and the accreditation platform.

COURSES

- Introduction to international accounting standards in the kingdom from the Saudi Authority for Auditors and Accountants.
- Distinguished Accountants program in the ninth batch
- Fundamentals and principles of financial accounting-part two on the Goal platform

SKILLS

Accounting Skills:

- Journal Entries
- Financial Reporting
- Cash Handling
- Microsoft Excel
- Inventory Control
- Data Entry & Accuracy

Soft Skills:

- Excellent time management skills.
- Good arithmetic skill.
- Take responsibility
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal Skills

LANGUAGES

- Arabic.
- English.