

FATIMAH ALMONAYAN

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Location Eastern Province, Saudi Arabia

Objective

Dynamic and results-driven professional with over 18 years of experience in marketing, sales, financial collection, and auditing. Proven ability to adapt quickly, lead cross-functional teams, and contribute to organizational success through effective negotiation, communication, and problem-solving skills. Committed to continuous improvement and delivering value across departments.

Education

Bachelor of Business Administration

King Faisal University

Diploma in Computer Science New Horizons

Computer Learning Centers – 2003

Professional Experience

Financial Auditor | Maham Al Khaleej Security Guard Co. | 2023 – Present

- Conduct financial reviews and audits to ensure accuracy and compliance.
- Prepare financial reports and support internal control processes.

Marketing Specialist | Maham Al Khaleej Security Guard Co. | Nov 2019 – Present

- Develop and execute marketing strategies to enhance brand visibility.
- Manage social media campaigns and client communication.

Financial Collector | Saudi Readymix | Jan 2017 – Feb 2020

- Managed accounts receivable and ensured timely collection of outstanding payments.
- Maintained strong client relationships and resolved billing disputes.

Public Relations Manager & Financial Collector | Saudi Paper Converting Co.

Jan 2013 – Jan 2017

- Oversaw public relations efforts and built a positive brand image.
- Handled financial collections and account reconciliations.

Marketing & Financial Collection Officer | Bandariyah International Company

Dec 2005 – Jan 2013

- Led marketing initiatives and assisted in financial collection operations.
- Strengthened customer engagement and supported business development.

Courses & Certifications

- Microsoft Windows Network & Implementing Windows XP
- English Language for Beginners – Direct English Institute

Skills

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Basic IT Troubleshooting
- Data Entry & Report Preparation
- Verbal and Written Communication
- Public Relations
- Customer Service
- Conflict Resolution
- Time Management
- Problem Solving
- Critical Thinking
- Financial Auditing & Collection
- Sales & Marketing Strategy
- Leadership & Team Supervision
- Work Agility & Flexibility
- Creativity & Innovation
- Self-Motivation & Development
- Fast Learning & Adaptability

Languages

- **Arabic**
- **English**