

Muhnnad Alqrni

Administrative Assistant | Finance

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Saudi Arabia

SUMMARY

Bachelor’s Degree in Finance from the University of Tabuk with courses in financial performance management, analysis, cost management, and professional investment. Skilled in calendar and document management, office equipment operation, budgeting, financial analysis and reporting, investment analysis, taxation, financial planning, and proficiency in Microsoft Office Suite.

EXPERIENCE

SACO Company | Saudi Arabia

Sales Supervisor | 08/09/2024 – Present

- Supervising the sales team and ensuring the achievement of daily and weekly sales targets.
- Organizing and scheduling the team’s daily tasks to ensure efficient workflow.
- Monitoring employee performance and providing guidance and necessary training.

National Entrepreneurship | Saudi Arabia

Administrative Assistant - Collaborative training | June 2022 – September 2022.

- Managed administrative tasks including scheduling appointments, and organizing meetings.
- Maintained records in compliance with company policies and procedures.
- Assisted in the development and implementation of office procedures.
- Coordinated communication between departments, ensuring an accurate dissemination of information.
- Prepared and edited documents, presentations, and reports.
- Provided support to executives and team members, handling inquiries.

EDUCATION

University of Tabuk | Saudi Arabia

Bachelor’s Degree in Finance | July 2018 – August 2022.

- Analyze financial data and make informed decisions.
- Development and implementation of effective financial strategies.
- Improvement initiatives in financial processes and reporting to optimize efficiency and accuracy.

COURSES

- Financial performance management.
- Fundamentals of financial analysis.
- Management costs.
- Invest professionally in the financial markets.
- English language course, Held by Neom in partnership with Fahad Bin Sultan University in Tabuk.

SKILLS:

● Technical skills:

- Calendar Management.
- Document Management.
- Office Equipment Operation.
- Budget management.
- Financial Analysis.
- Financial Reporting.
- Financial Software.
- Investment Analysis.
- Taxation | Financial Planning.
- Microsoft Office Suite.

● Soft skills:

- Communication skills.
- Proactive attitude.
- Creative Problem-Solving
- Critical Thinking.
- Adaptability and Flexibility.
- Conflict Resolution.
- Creativity and innovation.
- Time Management.
- Attention to Detail.

LANGUAGES

- Arabic - English.