

# Dalia Saleh Al Shurieh

📍 Khobar  
▶ Female

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▶ Yemani

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▶ Single

## Profile

I am an MBA holder who has extensive training in managerial communication, problem solving and critical thinking. Furthermore, I can undertake difficult mandates and meet tight deadlines and my personal qualities include positive, good problem-solver, autonomous, persistent, adaptable and self-directed learner. The double major in Computer Science and Information technologies and the Finance and Banking exposed me to a wide breadth of topics; nevertheless, my past experience exposed me to variant business aspects, therefore my education and professionalism has allowed me to develop the crucial business skills needed to effectively fill diverse roles.

## Summary of Skills

- ▶ Advanced MS Excel, MS PowerPoint
- ▶ Analyzing Financial Statements
- ▶ Strong Finance and Accounting Literacy
- ▶ Administrative Support
- ▶ The ability to handle pressure and meet deadlines
- ▶ Self-confidence and presentation abilities.
- ▶ Strong communication and IT fluency.
- ▶ Detail Oriented
- ▶ Strong Analytical Skills
- ▶ Excellent Interpersonal Skills

## Education

<b>MBA</b>	<b>Master of Business Administration Finance Management and Banking</b> Arab Academy for Science, Technology and Maritime Transport	<b>2018</b> Cairo , Egypt
<b>CIS</b>	<b>Bachelor of Computer Science and Information System</b> King Faisal University	<b>2008</b> Dammam, KSA
<b>CIS</b>	<b>Diploma of Computer Science and Information System</b> King Faisal University	<b>2006</b> Dammam, KSA

## Professional Experience

### ▶ Legal Secretary Assistant

**Saeed Ghodran Group**      **Dammam, Saudi Arabia**      **2018 –present**

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- ▶ Assist in the preparation of regular reports.
- ▶ General administration duties such as mailing and filing.
- ▶ Keep a record of schedules and reports.
- ▶ Prioritising workloads.
- ▶ Communicate with lawyers and make travel arrangements for a business trip.

► **Accountant**

***Waleed Saeed Al Amoudi Est. Al Khobar, Saudi Arabia July 2013 – Sept 2015***

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- ▶ Maintain financial records and ensure invoices are processed and filed.
- ▶ Assist in the preparation of regular reports.
- ▶ Maintain records of expenses incurred and arrange for the payment.
- ▶ Banking, processing cheque requisitions, cash handling.
- ▶ Update accounts receivable and accounts payable and ensure all transactions are recorded.
- ▶ Prepare necessary reports and correspondence for operations.
- ▶ General administration duties such as mailing and filing.

**HR Administrator**

***Saad Specialist Hospital Al Khobar, Saudi Arabia July 2011 –Feb 2013***

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- ▶ General Administrative support, including answering phone calls, filing, banking, mailing.
- ▶ Draft formal correspondences using different means of communications.
- ▶ Screen incoming correspondences and ensure timely delivery to recipients.
- ▶ Maintain IN and OUT movement of provisioning employees in the ERP.
- ▶ Address issues and questions regarding payroll from employees and superiors-prepare reports for upper management, finance department.

**Administrative Coordinator**

***Astoon Hospital Al Khobar, Saudi Arabia Aug 2009 – June 2011***

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- ▶ Process and report on office expenses
- ▶ Maintain physical and digital employee records
- ▶ Schedule in-house and external meetings
- ▶ Manage and order office supplies
- ▶ Make travel arrangements
- ▶ Organize company documents into updated filing systems
- ▶ Address employees' and clients' queries (via email, phone or in-person)
- ▶ Prepare presentations, spreadsheets and reports
- ▶ Update office policies as needed

**Underwriting and Data Entry**

***Al Sagr Insurance Company Al Khobar, Saudi Arabia Aug 2008 – Apr 2009***

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- ▶ Responsible for assembling, data entry, production and document control of invoices.
- ▶ Accurate data entry and high attention to detail.
- ▶ Timely follow up with clients and partners.
- ▶ General Administrative support, including answering phone calls, filing, banking, mailing.
- ▶ Provide training on using the company's insurance system.

## **TECHNICAL CERTIFICATIONS**

- **CFA Level 1 preparation course, Egypt** (The exam will be in December 2019)
- **B. Smart , Cairo Egypt**
  - ▶ General Accounting (Manual and Computerized)
  - ▶ Contracting Accounting
  - ▶ English Accounting
  - ▶ Peachtree Program
  - ▶ Quickbooks Program
- **New Horizons institute , KSA**
  - ▶ Introduction to Oracle /SQL
  - ▶ Oracle Forms Design
  - ▶ Oracle Report Design.
  - ▶ ICDL Microsoft Office Programs & Windows Support
  - ▶ Network Essential

## **Languages**

- ▶ **Arabic:** Native
- ▶ **English:** Fluent