

Fatima Atiah Bakri



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Saudi Arabia

SUMMARY

She worked as a data entry clerk at Al-Bir Charitable Society, worked as an executive director at NPTon Rehabilitation Association , led a training team in the Distinguished Accountants Program, and participated in the labor market preparation program using Odoo and Excel. In addition, she trained at the Primary Health Care Center, earned a bachelor's degree in business administration, a diploma in computer science, and completed advanced courses in managerial and technical skills.

EXPERIENCE

Charity Al-Birr Association | Saudi Arabia

Data Entry | June 2024 – August 2024 | for 52 Hours

- Entering beneficiary data accurately into the Rafid system.
- Regularly updating and maintaining beneficiary files and data.
- Creating and completing case forms for documentation and management.
- Setting up and organizing new beneficiary files for efficient case handling.

NPTon Rehabilitation Association | Saudi Arabia

Executive Director | 1 August 2024 - 22 August 2024 | for 110 Hours

- Preparing administrative reports.
- preparing minutes of meetings.
- Scheduling appointments for beneficiaries.
- Sending and responding to e-mails and addressing donors.

Distinguished Accountants Program | Saudi Arabia

Team Leader | April 2024

- Preparing trainees by providing necessary training materials and resources for their development.
- Supervising trainees, addressing their concerns, and resolving any issues that arise during their training.
- Monitoring and recording attendance, including maintaining accurate records of attendance grades.
- Responding to inquiries promptly and providing clear, helpful information to address questions and concerns.

Distinguished Accountants Program (Work Market Preparation Program) | Saudi Arabia

Development and Training | January 2024 – March 2024 | For 120 Hours

- Practical application and implementation of the Odoo program for efficient business management.
- Utilizing Excel to design and prepare a comprehensive accounting system for financial tracking.
- Managing accounting tasks and financial documentation in English.

- Handling Value Added Tax (VAT) calculations and compliance in accounting processes.

Primary Health Care Center in Khadira Ayash | Saudi Arabia

Trainee | Cooperative Training | March 2023 – May 2023

- Coordinating and scheduling appointments to ensure effective time management.
- Updating and managing patient records to maintain current and accurate information.
- Entering data and preparing reports to provide accurate performance insights.
- Supervising and training interns to develop their skills and ensure effective contribution.

EDUCATION

Saudi Electronic University | Saudi Arabia

Bachelor's Degree in Business Administration | September 2019 – June 2023

Canada International Center for Consulting and Training | Saudi Arabia

Diploma in Computer Science | November 2017 – May 2018

OTHER

Courses:

- Computer Course | Al-Khwarizmi Institute for Training | June 2024 – November 2024 | For 6 Months.
- Report Writing and Administrative Correspondence Course | Ripal Institute for Training | August 2024.
- Administrative Supervision and Organization Course | Ripal Institute for Training | August 2024.
- Employee Affairs and Administrative Development Course | Ripal Institute for Training | August 2024.
- Management Laws and Organizational Performance Improvement Course | Ripal Institute for Training | August 2024.
- Occupational Safety and Health Standards According to OSHA Course | Ripal Institute for Training | August 2024.
- Basic Computer Skills Course | Droob | December 2023 | For 3 Hours.
- Professional Project Management (PMP) Course | Miqyas Learning Center for Training | September 2023.
- Excel Spreadsheet Program Course | Droob | January 2023 | For 6 Hours.
- Marketing Course.
- Customer Service Course.
- E-Commerce Course.
- Principles of Accounting Course.

Membership:

- Honorary Membership Certificate as an Ambassador of the Distinguished Accountants Program | 2024.

- **Technical Skills:**

- Basic Data Analysis.
- Financial Reporting Skills.
- Digital Project Management.
- Statistical Analysis Tools.
- CRM Software Usage.
- ERP System Operation.
- Proficiency in Microsoft Office Suite.
- Strong General Computer Skills.
- organization and management of teams and crowds.
- Management & Leadership.

- **Soft Skills:**

- Communication.
- Problem-Solving.
- Attention to Detail.
- Decision-Making.
- Analytical Thinking.
- Time-Management.
- Collaboration and Teamwork.

- **Languages:** Arabic, English.