

# Curriculum Vitae

## Heba Basheer El Balawi

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### **OBJECTIVE:**

I look forward to joining your respected College as a faculty member and join your high qualified staff, I'm an ambitious person loves to work in a challenging hard work, like to work in teams for getting high qualified experiences

### **SUMMARY OF QUALIFICATIONS**

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- Since graduation in 2010, I have been trained and worked for the unlimited institute for high training, as the co. Branch accountant, then the accounting and administration department's responsible "manager".
- Working as Dean of student's affairs assistant in Fahad Bin Sultan University

### **RELEVANT EXPERIENCE**

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- Daily operational entries " daily journal
- The ledger's T accounts
- The general ledger
- The balance sheet
- Trail balance, cash flow, R/E sheets
- The budget and the final

- The quarter and semi-annual financial reports
- supervisor for the English language department in unlimited institute for high training
- organizing activities and events for students

## **EMPLOYMENT**

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- The Unlimited institute for high training co (2010-2014)
- Fahad Bin Sultan University.

## **EDUCATION**

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- Bachelor of Economy & Administration –6 October University-Egypt (2010).
- MBA –Accounting -Fahad bin Sultan University( 2017)

## **OTHER SKILLS**

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- English language certificate – British council, Egypt
- Making an economic- political seminar about opama and Hilary Clinton and john maken in the "the American elections' future impact on the middle east "
- Training for three months in " suiz gulf co. for the petroleum services" during the preparation of the graduation project on " environmental costs "
- 'quality and excellence' Certificate from the Saudi Council for Quality, Saudi Arabia

## **REFERENCES**

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The co. general manager, Ms Rania Nasser Al Gahtani, TEL: 0564988610  
Dr. Massad Al Balawi Dean of student Affairs