

Mariam al-Kuwari

Address: Almaamoura
Doha-Qatar

Telephone: 009742545XXX

Mobile: 009745525XXX

Email: mariam.al-kuwari@aberdeen.ac.uk

Date of Birth: 1/1/2004

Career Objective

To secure a challenging and dynamic position in the field of finance, utilizing my strong analytical and problem-solving skills, as well as my ability to work well in a team environment, to contribute to the growth and success of the company.

Education

MA (Hons) Accountancy and Finance (Bachelor's Degree), AFG College with the University of Aberdeen | 2021 – 2024

Courses include: Financial and Management Accounting, Auditing, Business and Corporate Finance. Also took options in Management and Economics during my first two years of study, including Micro- and Macroeconomics and Managing Customers and Markets.

Doha Academy | 2018-2021

Advanced Highers: Accounting (B), English (C)

Highers: Accounting (A), Business Management (B), English (B), Geography (C), French (C)

8 Standard Grades, including Chemistry and Music

Work Experience

Administrative Assistant, Qatar Petroleum, July | August 2023

- Acted as first point of call for all enquiries and directed them to the relevant departments.
- Dealt effectively with all day-to-day administration, including sourcing and booking travel, completing and filing orders and liaising with suppliers.
- Assisted the Finance Manager with the preparation of paperwork for a company audit.

Administrative Clerk, Ministry of Foreign Affairs, October 2022 | May 2023

- Maintained a database and ensured that records are completed as per current status.
- Prepared checks, deposits, budgets, and financial reports on a daily, monthly and annual basis
- Updated ledgers, researched and resolved discrepancies.

Key Skills

Communication

- Developed excellent written communication skills through my degree for which I regularly write reports and essays.
- Experienced in delivering presentations, both individually and in groups, to groups of up to 50 as part of my degree.

Organisation

- Provided fast and efficient customer service while working at QP and the Ministry, dealing with many customers and requests at one time while staying calm.
- Organised paperwork and diaries with great attention to detail while working at Kerr Logistics, so that the full-time Administrator I covered for could take over from me without difficulty.

IT

- Familiar with all Microsoft Office applications, have used PowerPoint for giving presentations and use excel for reports and assignments.

Volunteer Experience

Graduation Ceremony Volunteer -AFG College with the University of Aberdeen | June 2023

- Assisted in organizing and managing logistics for the graduation ceremony, ensuring smooth transitions between events.
- Directed guests and graduates, providing support and answering queries during the event.
- Worked closely with event coordinators to ensure the success of the ceremony.

Induction Volunteer -AFG College with the University of Aberdeen | September 2022

- Guided new students during their orientation week, helping them navigate campus facilities and providing information about university resources.
- Assisted in organizing induction activities and workshops, creating a welcoming environment for new students.
- Acted as a point of contact for new students, helping them integrate into university life and providing peer support.

Interests & Achievements

Accountancy Society – Have been a member for two year and regularly attend meetings, listen to speakers and enjoy the social events such as the annual ball.

Class Representative - acting as a liaison between students and faculty to communicate feedback and drive improvements."

References

Available on request