* **Personal Data**

Name                         : Samar Fahad Abdullah Al-Rabiah

Nationality                   : Saudi

Marital Status              :  Married

Languages                  :  Arabic and English

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| * **Academic Qualifications**   2003    B.Sc.                     In Accountancy Department,  College of Business Administration, King Saud University, Riyadh |

* **Contact Information**

PO Box 19795

Riyadh 11445

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* **Work Experience**

**2003 - 2006     An accountants in King Saud University Children School**

**The tasks were as follows:**

1- Auditing financial documents for the expenses and revenues for the three kindergarten.   
2- Review the amounts of revenue due from parents and make sure they are delivered to calculate the kindergartens University.   
3- The preparation of the financial records of expenses and revenues for the three kindergarten.   
4- preparation of payroll management staff and prime contractors to take the necessary about the salaries being handed over .  
5- Review of payroll employees for the prime contractors with kindergartens University as bills of exchange and marches prepared by the accountants in three kindergartens.   
6- Prepare checks for expenses kindergartens University.   
7- Preparation of journal and general ledger to record events financial of management and three kindergartens and review the accounting statements in kindergartens .  
8- Inventory management and time records for that .  
9- Follow-up investments of the University of King Saud University and kindergartens in the existing investment funds.

**2006 – Now     Teaching Assistant, Accountancy Department,** [**College of Applied Studies and Community Service**](http://faculty.ksu.edu.sa/Pages/Sections.aspx?CollegeId=183)**, King Saud University, Riyadh**

**Graduate student (Master of Accounting program) .**

* **Activities:**

1 - Attend the workshop (description of the decision) at the University of King Saud.  
1- Pass the intensive course in English, which was taught in the Faculty of 3- Languages and Translation at King Saud University.  
3- Attend a seminar in the art of dumping.  
4- Participate in several committees at the college including the Commission on Academic Advising.

قراءة صوتية للكلمات

القاموس - [عرض القاموس المفصل](http://www.google.com.sa/dictionary?source=translation&hl=ar&q=وقد%20كانت%20مهامها%20كالتالي:%20%20تدقيق%20المستندات%20المالية%20للمصروفات%20والإيرادات%20الخاصة%20بالروضات%20الثلاث%20%20مراجعة%20مبالغ%20الإيرادات%20المستحقة%20من%20أولياء%20الأمور%20والتأكد%20من%20توريدها%20لحساب%20رياض%20أطفال%20الجامعة.%20%20إعداد%20السجلات%20المالية%20للمصروفات%20والإيرادات%20الخاصة%20بالروضات%20الثلاث.%20%20إعداد%20مسيرات%20الرواتب%20لموظفات%20الإدارة%20المتعاقدات%20واتخاذ%20اللازم%20حيال%20تسليمهن%20الرواتب%20%20%20مراجعة%20كشوفات%20الرواتب%20للموظفات%20المتعاقدات%20مع%20رياض%20أطفال%20الجامعة%20حسب%20أذون%20الصرف%20والمسيرات%20المعدة%20من%20قبل%20المحاسبات%20في%20الروضات%20الثلاث%20%20إعداد%20الشيكات%20الخاصة%20بمصروفات%20رياض%20أطفال%20الجامعة%20%20إعداد%20دفتر%20اليومية%20والأستاذالعام%20%20لتسجيل%20الأحداث%20المالية%20%20بالإدارة%20والروضات%20الثلاث%20ومراجعة%20الدفاتر%20المحاسبية%20في%20الروضات%20%20جرد%20عهد%20الإدارة%20وإعداد%20السجلات%20الخاصة%20بذلك%20%20متابعة%20استثمارات%20جامعة%20الملك%20سعود%20ورياض%20أطفال%20الجامعة%20الموجوده%20في%20الصناديق%20الاستثمارية%20%20الخاصة%20&langpair=ar|en)

1. **اسم** 
   1. student
   2. applicant
   3. demand
   4. scholar
   5. schoolboy
2. **فعل** 
   1. clear
   2. reclaim