

Mariam Sample

Address: Almaamoura
Doha-Qatar

Telephone: 009742545XXX
Mobile: 009745525XXX
Email: m.a.riam@aberdeen.ac.uk
Date of Birth: 1/1/1990

Education

**MA (Hons) Accountancy and Finance (Bachelor's Degree),
AFG College with the University of Aberdeen, 2017 – 2020**

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.

Diploma in Applied Business Administration – Accounting, College of North Atlantic CNAQ, 2016-2017

Courses include: financial accounting, managerial accounting, internal audit, and taxation.

Doha Academy, 2013 – 2015

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 2018

- 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 2017 – May 2018

- 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.
- Responded appropriately to vendor, client, and internal requests.
- Ensured Accounting Department ran smoothly and efficiently.

Key Skills

Communication

- Developed excellent written communication skills through my degree for which I regularly write reports and essays.
- Learned how to communicate effectively and diplomatically with a wide range of people, particularly through my work at QP and The Ministry.
- Experienced in delivering presentations, both individually and in groups, to groups of up to 50 as part of my degree.

Business Awareness

- Was always keen to contribute ideas to develop the business at QP, one of which resulted in a sales increase of 20%.
- Managed the finances for our successful Young Enterprise company which was nominated for the regional final.
- Studied the principles of running and developing businesses 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.
- Learned to manage my time efficiently through juggling studies, part-time work and extra-curricular activities and have never missed a deadline for coursework.

IT

- Used Sage as part of my course and had the chance to see this program in operation at Kerr last summer.
- Familiar with all Microsoft Office applications, have used PowerPoint for giving presentations and use the internet and email regularly.

Interests & Achievements

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

Leadership Academy – Participated in workshops on leadership skills and competencies. Completed the assessment successfully.

Young Enterprise – Acted as the Finance Director for our company which developed a new container to make recycling easier.

References

Available on request