

Fatima Khuwayri



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RIYADH

SUMMARY

A high-achieving Finance and Banking graduate, and a **CME-1B certified professional**, committed to upholding the highest standards of financial markets and regulatory compliance. Beyond my academic foundation, I possess proven **leadership skills** developed through active roles in student organizations, where I successfully managed teams and coordinated large-scale initiatives with precision. I combine advanced analytical thinking with a proactive administrative mindset, seeking to leverage my expertise to support financial decision-making and operational excellence.

EDUCATION

- **Jazan University, Jazan, Saudi Arabia**
Bachelor's Degree in Financial Management and Banking | GPA: 3.82/5.00 (Very Good) | 2024

EXPERIENCE

Jazan University, Jazan, Saudi Arabia

Administrative Assistant | Jul 2024 – Apr 2025

- Assisted in preparing financial reports and supported account closing processes with improved accuracy and efficiency.
- Coordinated and organized university workshops and events, increasing student participation and engagement.
- Managed administrative documentation and ensured smooth workflow across departments.

CERTIFICATIONS

- CME-1 – Part B: General Securities Qualification Certificate | Successfully passed with a score of 44/50 | Apr 2025.
- Distinguished Accountants Program | Completed professional training in accounting principles and financial practices | Oct 2023.

COURSES

- Financial Statement Analysis.
- Financial Planning as a Forecasting Tool.
- Technical Analysis of Stocks.
- Strategic Digital Marketing.
- Accounting Skills Development Program.

SKILLS

Technical Skills:

- Financial Analysis & Reporting.
- Data Analysis & Performance Tracking.
- Budgeting & Basic Accounting.
- Microsoft Office (Excel, Word, PowerPoint).

Personal Skills:

- Communication Skills.
- Leadership.
- Problem Solving.
- Time Management.
- Creativity.
- Adaptability.

EXTRA-CURRICULAR ACTIVITIES

Photographic Imaging Club – Jazan University

President | Sep 2023 – 2024

- Led club operations and developed an effective organizational structure to improve efficiency.
- Organized workshops and events that significantly increased member participation and engagement.

Vice President | Sep 2022 – 2023

- Coordinated club activities and supported successful execution of events.
- Enhanced media coverage and improved documentation quality across events.

Entrepreneurship Club – Jazan University

Board Member | Sep 2023 – 2024

- Developed digital content that increased audience engagement and visibility.
- Supervised creative outputs to ensure consistency and high-quality standards.

Head of Photography Team | Sep 2023 – 2024

- Managed photography team tasks and assigned responsibilities during events.
- Supervised video editing and contributed to professional visual storytelling production.

Business Club – Jazan University

Treasurer | Sep 2023 – 2024

- Managed annual budget planning and ensured efficient financial resource allocation.
- Coordinated with leadership to support financial planning and activity funding.

LANGUAGES

- Arabic – Native.
- English – Proficient.