

Munira Abdullah Alqahtani

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| Riyadh

OBJECTIVE

Sales and accounting professional with over 8 years of experience in branch supervision, financial operations, and daily business management. With a strong foundation in administrative support and customer service, demonstrating proven skills in team leadership, financial accuracy, and operational efficiency.

EXPERIENCE

Branch Supervisor | Atheel Gold and Jewelry | May 2021 – May 2025

- Managed daily branch operations for smooth and efficient workflow.
- Guided staff, provided instructions, and ensured excellent customer service.
- Collaborated with finance managers on accounting / financial discrepancy resolution.
- Evaluated team performance and implemented strategies for sales target achievement.

Cashier | Family Corner Trading Company | February 2021 – April 2021

- Conducted daily cash balancing and managed monthly inventory processes.
- Maintained accurate sales / expense documents, invoices, and financial records.

Cashier | Najm Al Orouba Limited Company | July 2018 – July 2020

- Performed daily cash reconciliation and managed point-of-sale transactions.
- Maintained organized records of sales, expenditures, and financial documents.
- Assisted in monthly inventory counts and financial reporting tasks.

OTHER

● Courses:

- English Language Business Administration
- Human Resources Management
- Administrative Assistant Skills Executive
- Secretary and Office Management Excellence
- in Customer Service Report and Business
- Correspondence Writing Skills Training of
- Trainers (TOT) Computer Use in Office Work
- Mastering the Art of Selling Gold and Jewelry

● Skills:

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|---------------------------|----------------------------|---------------------------|
| - MS Office (Excel, Word) | - Financial Reconciliation | - Operations Management |
| - Account Management | - Report Writing | - Customer Service |
| - Team Leadership | - Problem Solving | - Effective Communication |
| - Detail Oriented | | |

LANGUAGES

- Arabic.
- English.