




Taif Mohammed Al Flan

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SUMMARY

I am an Accounting graduate with a passion for learning and professional growth. I am eager to gain practical experience that complements my academic background and to contribute positively to any team I join through hard work and dedication.

EDUCATION

Accounting

Imam Muhammad bin Saud Islamic University

2020/08 – 2025

saudi Arabia, Riyadh

PROFESSIONAL EXPERIENCE

Purchasing Representative


Cool Plus Trading Establishment

2020/10 – 2025/11

Riyadh

- Searching for the right suppliers and evaluating them on quality and prices.
- Negotiating with suppliers on prices and contracting terms
- Issuing purchase orders, making sure and officially documenting them
- Checking the quality

Create e-commerce projects

E-store project FISHBOW (ongoing). 

2021/06 – present

Riyadh

- It consists of ornamental fish and indoor plants presented in an innovative way.

Data entry of Real Estate Documents


Ministry of Justice – Wealth Real Estate Project

2023/03 – 2023/10

Riyadh

- Digitally entering real estate document data.

Create e-commerce projects

TEVES (ongoing) 

2024/03 – present

Riyadh

- A booklet designed to collect memories of the graduation year.

Customer Service

Natwan Company for Bosnian Honey

2022/01 – 2023/09

Riyadh

- Provided customer service for the company.

COURSES

- Distinguished Accountants Program (Work Market Preparation Program – 6 weeks)

- Fundamentals of Digital Marketing

Google

- Misk Foundation's Future Work Path Program

Misk

- Fundamentals and Principles of Financial Accounting

Ministry of Finance – Dorooob

Step-by-Step Program for Starting Your Project

Monshaat

Financial Excellence in Accounting and Finance

SKILLS

Time management

TeamWork

Attention to detail

Microsoft Office proficiency

Insight and vision

Negotiation

Creativity

Website creation (using platforms like Salla and Zid)

Persuasion skills

Entering data and information into computer systems such as tax invoices, receipts and restrictions.