

Muneera Almahfuth, *CBP, CME-1.*

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EXPERIENCE

MAY 2021– April 2023

Assigned Revenue Development Manager, National Center for Complementary and Alternative Medicine.

- Setting goals and developing plans for business and revenue growth
- Monitoring revenue streams and ensuring performance is in line with or exceeds budget and KPIs
- Managing key partnerships accounts, partner selection, supervision and administration of invoices/payables/receivables, continuously identifying possible improvement opportunities for each partnership
- Provide consultations regarding the development, communication, implementation, and monitoring of key commercial and revenue development strategies.
- Contribute to overall Government Finance strategy, collaborating with other Section Heads and Directors internally
- Increased FY2022 revenue for over 135%, compared to FY2021 revenue by increasing number of partners and trainees
- Establishing and enforcing center level initiatives are being implemented and managed as per the highest standards set by the ministry of health
- Successfully Completed financial system (SADAD) project

February 2021– December 2021

Accountant, Ertqa Printing & Advertising Co.

- Prepared and recorded asset, liability, revenue, and expenses entries by collecting and analyzing account information
- Assisted management in the decision-making process by preparing budgets and financial forecasts for current fiscal year
- Managed and identified project associated risks in terms of planning, finance, resources, procedures and processes as well as provided recommendations and propose solutions in order to enhance the effectiveness, efficiency and risk avoidance for projects financially
- Worked with business lines/units to identify key areas of improvement, assess change requests and select appropriate strategic projects in line with Ertqa strategy
- Identified and managed relationships with external vendors providing relevant services to projects to ensure external support optimization

EDUCATION

Bachelor of Accounting, Al Baha University – Al Baha, GPA: 3.35 out of 4.

PROFESSIONAL CERTIFICATES

- August 2022, Certified Business Professional CBP
- November 2019, Professional certificate Capital Market Qualification Examination CME-1

CERTIFICATES

- **February 2022**, Franchise- Riyadh
- **February 2022**, Managing financial accounts- Riyadh
- **November 2021**, Leadership training Program- Dale Carnegie training collaboration with Human resources and social development
- **January 2020**, Professional Tracks of accountants - RIYADH CHAMBER

SKILLS

- Financial records and processing
- Ability to analyze data
- Analytical and problem solving skills
- Critical thinking skills
- Time management
- Communications skills
- Self-driven.