



# NADEEM ALQATTAN

BACHELOR OF BUSINESS (ACCOUNTING)

## OBJECTIVE

Motivated graduate seeking to obtain employment with a firm that demands the highest quality accurate accounting operations every time. To enhance my skills and knowledge along with contributing to the growth of the organization.

## EXPERIENCE

ZAEDON BUILDING CONSTRUCTION W.L.L. (2014 - 2020)

- Administration and customer support

## EDUCATION

BACHELOR OF BUSINESS (ACCOUNTING) (2014 - 2020)

## CERTIFICATES

ACCA F8 AUDIT AND ASSURANCE (2019)

- knowledge and understanding of the process of carrying out the assurance engagement and its application in the context of the professional regulatory framework.

ACCA F7 FINANCIAL REPORTING (2019)

- knowledge and skills in understanding and applying accounting standards and the theoretical framework in the preparation of financial statements.

ACCA F5 PERFORMANCE MANAGEMENT (2018)

- Knowledge management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation, and control.

ACCA F3 FINANCIAL ACCOUNTING (2018)

- Knowledge in principles and concepts to develop basic financial statements.

ACCA F2 COST ACCOUNTING (2018)

- Knowledge of planning, controlling, and monitoring performance of a business.

ICDL WORD PROCESSING AND SPREADSHEETS (2015)

- the ability to use Microsoft word and excel.

ICDL COMPUTER AND ONLINE ESSENTIALS (2015)

- Knowledge of key concepts of ICT, computer, and software.

## SKILLS

- EFFECTIVE COMMUNICATION
- TALLY ACCOUNTING SOFTWARE
- MICROSOFT SHAREPOINT
- MICROSOFT WORD AND EXCEL
- PHOTOSHOP
- ILLUSTRATOR

## CONTACTS

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## LANGUAGES

Arabic (Native) ● ● ● ● ●

English (Fluent) ● ● ● ● ○

## ATTRIBUTES

Ethical and loyal ● ● ● ● ●

Accountable ● ● ● ● ●

Problem-Solving ● ● ● ● ○

Flexibility ● ● ● ● ○

Teamwork ● ● ● ● ●

## INTEREST

Diving

Technology

Swimming

Cooking