

NA

NADA ALDELAIJAN

Riyadh, Saudi Arabia
Nationality: Saudi
DOB: 20-03-1994



nadadul6@gmail.com



0554115579

OBJECTIVE

I am seeking employment with a company where I can use my talents and skills to grow and expand the company.

SKILLS

ABILITIES:

- Teamwork and collaboration.
- Leadership skills.
- Management skills.
- Speaking skills.
- Documentation and writing report skills.
- Communication skills.

SOFTWARE & APPLICATIONS:

- Microsoft Office (Word, Publisher, PowerPoint, Project, Outlook and Excel).
- Adobe Photoshop, Adobe Image Ready
- Windows Operating system.

EXPERIENCE

MINISTRY OF CULTURE AND INFORMATION • OCT 2017 – FEB 2018

- Social Media Management (Twitter – Facebook – Instagram – YouTube).
- Content Marketing Strategy.

MY LITTLE WORLD CHILD CARE CENTRE • VOLUNTEER • FEB 2017 - JUL 2017

- ACCOUNTING

THE SAUDI INVESTMENT BANK • TRAINING • JAN 2016 – APR 2016

Work in several departments at the bank, including:

- Reconciliation
- Accounting
- SAMA Reporting
- Financial reporting

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION • MAY 2016 • KING SAUD UNIVERSITY

- Bachelor of Business Administration – Accounting.
- GPA : 3.86 / 5 – Very Good.

COURSES AND CERTIFICATE

2018: Human Resources Management.

2017: Cambridge International Certificate IT Skills.