

Nada Abdullah Mohammed

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PERSONAL DETAILS

- Nationality: Saudi
- D.O.B: August, 1993
- Marital Status: Married
- Gender: Female
- Hometown: Jeddah
- Current Address: Jeddah

OBJECTIVES:

To obtain a position as an active employee in a growing organization where I can contribute my experience, proactive attitude, and positive atmosphere to help improve the company and myself.

EDUCATION:

Bachelor of Finance at Effat university.

Jeddah (2014–2017)

GPA 3.6 out of 4.

Experience:

Effat University

Training Program in Finance department.
Since Oct 2018 Till Dec 2019

Children's world international Schools

Accountant
Since Jan 2021 till July 2021

Effat University

Accountant Assistant
Since Aug 2021 till Present.

Certifications & Courses:

- I have an Accounting profession license.
- Accounting Basics Course 15 hours 2021
- Accounting Excel Course 10 hours 2021
- Course in Human Resources Specialist 16 hours 2018.
- volunteer work in 'Aytamona' event organized by the Charity of Taiffor Orphans 2012-2013
- Attended the workshop of Ana Ensan on 9th and 10th of December 2013.

SKILLS:

- High organized, dedicated and committed to professionalism.
- Work well under pressure with attention to details.
- Interpersonal communication skills.
- People and time Management skills.
- Capable of quick learning and self-improvement and advancement.
- Computer Experience: Microsoft Office.

LANGUAGES

- Arabic.
- English.

REFERENCES

- References are available upon request.

