

NADIA A. AL HABBAS

Dhahran, Saudi Arabia ♦ 0551881977 ♦ nadiaalhabbas@gmail.com

ACCOUNTANT

ACCOUNTING & BOOKKEEPING | BUDGET & FINANCE | BUSINESS ADMINISTRATION

Highly analytical and performance-driven professional with 2+ years of comprehensive experience in accounting, finance, and office administration. Proven expertise in managing company budgets and accounts with demonstrated critical thinking and leadership skills while participating in cross-functional projects. Analytical problem-solver and quick-study capable of assessing diverse situations and implementing appropriate interventions. Exceptional decision-making and problem-solving skills in developing solutions and improving processes. Fluent in English and Arabic with excellent communication skills and an ability to work with diverse cultures. Proactive self-starter possessing a deep understanding and knowledge of essential accounting principles while demonstrating a data-driven approach to business and task prioritization. Strong interpersonal and time-management skills with outstanding work ethic and capacity to multitask and complete tasks within timeframes.

CORE COMPETENCIES

- Data Analysis & Reporting
- Strategic Planning & Execution
- Team Leadership & Supervision
- Project & Account Management
- Organizational Development
- Financial Analysis & Taxation
- Process Improvement & Efficiency
- Employee Training & Development
- Accounts Payable & Receivable
- Office Administration & Management
- Problem Solving & Time Management
- Documentation & Record Management

EDUCATION

Bachelor of Business Administration, Major in Accounting – West Virginia University, Morgantown, WV **December 2020**

PROFESSIONAL EXPERIENCE

ACCOUNTANT

Saudi Archirodon

July 2021, - Present

Khobar, Kingdom of Saudi Arabia

- Organize all accounting documents: invoices, statements, and reports, while ensuring that all are signed and supported as required.
- Prepare computation/analyses in support of multiple entries. Check stores' RV control reports against the supporting attachments.
- Provide accounting policies/procedures orientation for new assistant accountants. Perform intercompany account reconciliation.
- Arrange financial statements as required as well as monthly deduction statements and submit the same for review and approval.

ACCOUNTING ASSOCIATE

Wendy's Friends

September 2020 – December 2020

Remote

- Streamlined company budgets while managing accounts payable/receivable, ensuring an efficient flow of accounting operations.
- Expertly prepared month-end journal reconciliations while maintaining and monitoring accurate company records and documents.
- Remotely supervised and directed a team of competent individuals to perform various accounting and managerial duties and tasks.
- Compiled and reviewed company financial information. Complied with federal, state, and local legal regulations and requirements.

OFFICE MANAGER

Precious Jewels Academy

September 2015 – September 2016

Qatif, Kingdom of Saudi Arabia

- Worked with students' parents to accomplish registration paperwork while assisting and facilitating them throughout the process.
- Demonstrated effectiveness in leading various task forces within the office, ensuring a productive flow of business operations.
- Served in various leadership positions while working on group tasks. Crafted presentations and other management-level reports.
- Implemented and maintained procedures and standards in the office that align with its mission, vision, goals, and purpose.

PROJECTS & ACCOMPLISHMENTS

WVSAO Data Analytics Project – West Virginia University

October 2020 – November 2020

Tax Project – West Virginia University

August 2020 – December 2020

Fraud Detection Project – West Virginia University

March 2020 – May 2020

AWARDS & RECOGNITIONS

Magna Cum Laude – West Virginia University

Month Year

Dean's List – West Virginia University

Month 2019 – Month 2020

VOLUNTEER & COMMUNITY ACTIVITIES

Assistant – International Events

January 2018 – May 2018

Member – Ethics Bowl

January 2017 – May 2017

Assistant – Royal Court Organization

January 2016 – May 2017

TECHNICAL SKILLS

Intuit Pro Connect Software, Microsoft Office Suite (Word, Excel, PowerPoint)