

ADEEL ALOTAIBI

+966 50 217 7916 - Adeelalotaibi01@gmail.com - Saudi Arabia, Riyadh.

EDUCATION

01/2021 - 12/2022 Diploma of Business Administration, Imam Muhammad Bin Saud Islamic University.

VOLUNTEER EXPERIENCE

03/2022 - 12/2022 | Vice-chairmen of the Students' Advisory council at Applied college, Imam Muhammad Bin Saud Islamic University.

03/2022 - 12/2022 | Member of the Academic Committee.

05/2022 - 12/2022 | general supervisor for all committees.

07/2022 - 12/2022 | A member of the HR committee at the students vision club in IMSIU.

CERTIFICATES / COURSES

2022-JUN • Principles of Financial Accounting - Part Three (Inventory reconciliation and preparation of financial statements).

2022-JUN • Principles of Financial Accounting - Part Two (Accounting Course).

2022-MAY • Principles of Financial Accounting - Part One (General Accounting Framework).

2022-MAY • Cloud Computing.

2022-MAY • Risk Management.

2022-MAR • International Accounting Standards in the Public Sector - Part One.

2022-MAR • Creative thinking and problem solving.

2022-MAR • Effective communication with clients.

2022-MAR • Excel spreadsheet program.

2022-MAR • Driving skills.

2022-MAR • Entrepreneurial mindset and crisis management.

TECHNICAL SKILLS

- Microsoft Office Professional.
- Access program.

SOFT SKILLS

- Leadership skills.
- Communication skills.
- Analytical skills.
- Problem-solving skills.

LANGUAGES

ARABIC ENGLISH
