

# Zainab al dabil

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## JOB OBJECTIVE

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Seeking a position as a Finance or accountant in a reputable company where I can support the firm in achieving its financial goals. My goal is to excel in financial analysis, billing processing, and administrative transaction management, building upon the knowledge I acquired during my training at Qatif Central Hospital. I'm committed to improving financial processes with efficiency, utilizing modern technology and accounting tools to enhance accuracy in financial reporting.

## EDUCATION

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### **Associate Diploma in Business Admin Finance Track**

Imam Abdul Rahman Bin Faisal University (IAU) Community College

## EXPERIENCE

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### **Finance Department, at Qatif Center Hospital**

**June 2019 – July 2019**

- Examining financial records to check for accuracy.
- Responding to financial inquiries by gathering and interpreting data.
- Assisting with the preparation of year-end accounts and statutory accounts.
- prepare financial statements and reports.

## SKILLS

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- Proficient in Microsoft Word, Excel, PowerPoint and Visual Basic.
- preparing the required reports and examining the Invoices
- Good auditing and reviewing skills
- Ability to work independently or as part of a team.
- Motivated, focused, punctual and able to learn quickly.

## LANGUAGES

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- English
- Arabic

## COURSES

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- Fintech.