

Nawal Alotaibi

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Career Objective

I want to be a part of the success in a development and excellence with a professional work environment that improves my energies and skills and work on improve its level and achieve its vision and devote my efforts for achieving the goals which you aspire to reach with one hand, where I can serve the organization myself and enjoy a successful career.

Education

- Al-Imam Muhammad ibn Saud Islamic University.
- Diploma of Accounting | (2016 - 2018).
- 4.82 out of 5.00 GPA.

Experience

- **Accounts Clerk, Payments Department**
The Council of Cooperative Health Insurance (**Cooperative Trainee**)
(Oct 2017 – Dec 2017).
- **(Financial, Customer Service and Administrative Affairs)**
The Council of Cooperative Health Insurance (**Cooperative Trainee**)
(Oct 2017 – Dec 2017).

Skills

- Communication skills.
- Leadership.
- Keen Organizational skill.
- Quick of understanding and learning.
- MS Office.
- Able to handle high levels of responsibilities.
- Teamwork.
- Self-learning.

Certificates

- **The Training Program Accounting of Zakat & Tax**
Riyadh Chamber in cooperation with the General Authority of Zakat & Tax
(15-07-2018 | 26-07-2018).

Languages

- Arabic: Native.
- English: Intermediate.