



ZAHRA ALBRNAWI

PROFILE

Show and develop my experience. Ability to develop and implement financial systems, strategies and controls that improve profits and reduce losses. Extensive experience in facility management, health and safety.

SKILLS

- Financial Reporting
- Account Receivable & Account Payable
- Standard Cost Analysis & System
- Payroll Accounting & Tax computations
- Fast learner
- IT skills
- Time Management
- Writing reports after accidents

CONTACT

PHONE:
0532851869

WEBSITE:
zahra-a-617212181

EMAIL:
zoz-118@hotmail.com

WORK EXPERIENCE

1. Librarian at collage of excellence in Al-khobar (**September 2021 to Jan 2023**)
2. Human Resources Assistant (Present) (**Volunteer**)
3. Student achievement support at Oxford college (**October 2019 to April 2020**)
4. First aid trainer (**2021**)
5. Assistant Team Lead for Business & Accounting at ILE college (**December 2018 to May 2019**)
6. Student serves at ILE college (**October 2018 to November 2018**)

EDUCATION

2017 -2018: ILE Female College, Al Khobar Diploma Business Accounting.

2016 -2017: ILE Female College, Al Khobar Associate Diploma Business.

2015 -2016: ILE Female College, Al Khobar Foundation English, ICT.

QUALIFICATION ACHIEVED

- Member of the Saudi Organization for Chartered and Professional Accountants (SOCPA) - 2022
- HR management Certificate - 2022
- First Aid Certificate – 2022
- Certificate of excellent attendance. - 2018
- Diploma in Accounting. 2018
- International Certificate in IT Skills Foundation. - 2017
- Certificate in ESOL International. - 2017
- Saudi Aramco Female University Seminar. – 2017
- Associate Diploma in Business. - 2016
- Some certificates of thanks and appreciation.