

Zainab Al safwan

Saudi Arabia – Eastern Region · +966 551659093
zainab.a.safwan@gmail.com

Administrative Assistant

Administrative assistant for two years

EDUCATION

2018–2020

Diploma of Computer Sciences, Imam Abdulrahman bin Faisal University –
Dammam

EXPERIENCE

Administrative Assistant in the Accounting Department 2021-2023

- Doing accounting and data entry work Record daily entries
- Making a report on suppliers and following up on accounts
- Bank reconciliation work.
- Register supplier invoices

SKILLS & LANGUAGE

- Proficiency in using Microsoft Office programs
- Use of the Excel program in accounting
- Speed and accuracy in work