

# Zainab Al safwan

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## 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