

# Zainab al dabil

Business Administration  
**Finance**

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I'm looking for a position in a reputable company to support the firm in achieving its goals, where I can further my knowledge of billing processing and organizing the receipt and recording of administrative transactions, which I learned while my training at Qatif Central Hospital.

## EDUCATION

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- 2018-2020
- Associate Diploma in Business Admin Finance Track (IAU) Community College

## WORK EXPERIENCE

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30-6-2019 to 25-7-2019

**Summer training in Finance Department,  
at Qatif Center Hospital**

Responsibility includes the following:

- 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.

## COURSES

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- **Fintech.**

## SKILLS

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- Dealing with Microsoft software (Visual Basic, Excel, Access)
- preparing the required reports and examining the Invoices