

Jawaher Ibrahim AL Najrani

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PROFESSIONAL SUMMARY

An ambitious accounting graduate seeking to join a reputable organization with an ambition to explore in the field of finance and accounting, where I can utilize the knowledge and skills gained during my professional degree as well as during my job-related training at Saudi Aramco PMT department.

EDUCATION

2020 - 2022 | Technical and Vocational Training Corporation TVTC

Diploma of Business Administration: Accounting With first Class honors.

Experience

- **COOP trainee – Sep- Nov 2022 -Saudi Aramco**
Worked with the project controls team in the development of the Department's yearly expenditure forecast and project update reports. Learnt various aspects of project controls functions during the assignment.
 - **Work as a sales marketer – 2022-Flamingo Park**
Worked as a customer service representative. Main functions were to look after the customer needs and resolving their general queries.
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Courses

2022

- Life and work skills
- Management and self-development
- Effective communication with customers
- digital transformation
- Introduction to volunteering
- Executive Secretarial Series
- Essentials of MS Word
- Essentials of MS Excel
- Essentials Computer and network security basics

2021

- English language Al-Bassam Institute
 - Microsoft imagine Academy
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Volunteering

Community Health Volunteering

Supportive Services March 16-2021-32 hours

Skills

- Proficiency in the use of Microsoft office
 - Exposure to few accounting applications, such as SAP ERP
 - Teamwork
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Languages

Arabic- Native
English- Intermediate
