

Zainab Abdullah Alkhalifah

Business Administration & Accounting

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Goals

To be in a competitive environment to seek top position.

Skills

- Ability to work Smacc & Delta Financial programs
- Persuasion
- Excellent knowledge of Microsoft Office
- Great Communicate
- Creating formulation in Excel
- Speed executing tasks
- Accuracy and attention to details
- Fast learner
- Driving license

Languages

- English (Intermediate, 6.5/10)

Courses

- **English Language**
-King Fahad University
-02/08/2015 to 20/08/2015
- **Review and Internal Control**
-Taif Institute
-20/06/2012 to 18/07/2012

S O C P A

-Permanent associate membership of **SOCPA** from 06/2021

Education

- **Business Administration**
-Arab Open University
-Bachelor
-Graduation year 2019
- **Accounting**
-Specialist Institute
-Diploma
-Graduation year 2013

Experiences

Full Time

- **Supervisor**
-Saff Company
-Sales Assistant Jan to Apr/2018 ,
Supervisor Apr to Aug/2018
- **Accounting Writer**
-Nasser Alnasser Foundation
-Mar to Nov/2015

Part Time

- **Sales Assistant**
-Lush Mena.
-Aug/2019 to May/2022

Summer Training

- **Accounting**
-Integrated Technologies for Industrial Service Co. Ltd.
-Jul to Aug/2013