Zahra A. Al-Hammadi
Bachelor of Business Administration

✉ zahra1470@hotmail.com

📞 0541868734

📍 Al Qatif

PERSONAL SKILLS

- Superior leadership skills.
- Problem-solving abilities.
- Excellent team-building abilities.
- Exemplary communication skills.
- Proficient in teamwork.

TECHNICAL SKILLS

- Microsoft Office.

LANGUAGES

- Arabic.
- English.

CAREER SUMMARY

Highly professional and well organized. With large experience and a proven successful career record in the field of management and admin. Strong attention to detail and good analytical skills. Seeking to fulfill my passion by obtaining a job opportunity in the field of my specialization. I assure you thatI won't spare a will to reach my full potential either professionally or personally and striving to achieve the company goals.

EDUCATION

King Faisal University. **2018**
Bachelor of **Business Administration.**
Al Alamiah Institute. **2007**
Diploma of **Computer Programming.**

WORK EXPERIENCE

Nesma Trading Co.Ltd   1/2013–4/2019

- Maintained and managed all financial records, logs, spreadsheets, and registers.
- Ensured robust and efficient tax planning and filing with the relevant bodies.
- Created and monitored a system of controls, procedures, and forms for the recordation of fixed assets.
- Notified the management of any updates to accounting policies related to fixed assets.
- Responsible for following up on financial proceedings and ensured that tasks are completed on schedule.

- Prepared bank reconciliations, reports, and statement of accounts.
- Supported internal and external audit requirements.
- Resolved all payables-related issues with internal and external stakeholders.
- Worked with various stakeholders to improve AP process, controls & analysis.

Programmer   4/2008 – 9/2008

CERTIFICATIONS AND COURSES

- Human Resources, Al Khaleej Training and Education.   2021
- English language course, British Council Institute.   2019
- Certified Management Accountant (CMA).   2015
- English language course, Denver Tower Institute.   2010
- Time Management.   2009