

NOURA ALSHUAIBI

FINANCE

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OBJECTIVE

I am a business administration graduate with a major in finance. I possess knowledge in financial analysis, reporting, and financial data management. I seek to apply my academic skills in a work environment that supports professional development and achieves the organization's goals.

WORK EXPERIENCE

- Trainee at King Saud bin Abdulaziz University - Finance Department
- Contribute to the accurate preparation and review of invoices and financial reports.
- Enter and verify financial data using Oracle.
- Support the finance management team in organizing accounts and analyzing periodic reports.
- Gain practical experience in applying financial concepts to a real-world work environment.
- Record and process tax invoices using Excel, ensuring compliance with financial regulations.
- I have training experience in the human resources department, including organizing employee files, updating data, and following up on daily administrative tasks.
- Prepared and maintained HR documentation while ensuring data confidentiality.
- Coordinated with departments regarding attendance and basic HR-related inquiries.

EDUCATION

King Faisal University - Alahsa, Saudi Arabia
Bachelor of Finance
2024

Courses and Certificates

- VAT Specialist Training Course.
- Introduction to Project Management Professional (PMP) Course.
- Financial and Profitability Analysis Certification.

SKILLS

- Financial Analysis and Reporting.
- Time Management and Effective Communication.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint).
- Invoice and Financial Statement Management.
- Recording and Processing Tax Invoices.