

DANA FAISAL ALSHUAIBI

Eastern Province, Saudi Arabia | 0547450888

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OBJECTIVE

Motivated finance graduate seeking a challenging position in the field of financial management or accounting, where I can utilize my academic knowledge and practical experiences to continue to organization success while continuously developing my professional skills and becoming an expert in my field.

WORK EXPERIENCE

Finance & Accounting Intern | National Training Institute- Eastern Province ,Saudi Arabia | July 2024- October 2024

- Worked with SAP financial systems to support financial processes and reporting .
- Assisted in preparing and analyzing financial statements for internal audits.
- Conducted cost-benefit analysis to support budgeting decisions .
- Entered and verified financial invoices and transactions into the system .
- Participated in monthly financial reconciliations and reports.
- Supposed the accounting team in day to financial operations.

Student Club Member & Participant | King Faisal University- Financial & Accounting clubs | (2020 -2024)

- Organized and delivered presentations in finance and accounting topics.
- Participated in university-level exhibitions and financial literacy among students.
- Collaborated with peers to promote financial literacy among students.
- Assisted in preparing club materials and event logistic.
- Engaged in teamwork activities and leadership roles with club operations.
- Supported event planning and on-campus campaigns for female students outreach.

Accountant |Al Naeem Medical Complex (2025)

- Record daily entries and follow up on bank accounts
- Prepare monthly and annual financial reports
- Working invoice discounting.
- Revenue account.

EDUCATION

King Faisal University- Al-Ahsa , Saudi Arabia

- Bachelor of Science in Finance Management
- 2020-2024

CERTIFICATES

- Microsoft Excel-Advance Level
- Fintch Summer Session Training Program
- Computer Skills Course
- General English Course

PROFESSIONAL SKILLS

- Financial data analysis
- Project management and team leadership
- Preparation and analysis of financial statements
- Strong presentation and communication skills
- Microsoft office proficiency, especially excel
- Ability to work efficiently under pressure