

PROFESSIONAL SUMMARY

A versatile and motivated professional with diverse experience in accounting, administration, data entry, and digital design. Most recently worked in a combined role of accountant and administrative officer, handling financial reporting, day-to-day office management, and contributing to workflow optimization. Highly skilled in Microsoft Office and various digital tools to improve operational efficiency and support team objectives. Currently pursuing a degree in Project Management, with a strong desire to grow in a dynamic and creative work environment. Eager to contribute broad skill sets, continue learning, and add value to organizations that encourage professional development and innovation.

WORK EXPERIENCE

- ❖ Accountant & Administrative | Daleen Catering Co (2023 – 2025)
 - Prepared financial statements, including monthly and seasonal income reports.
 - Managed employee records, payroll, and contract drafting.
 - Analyzed revenue and expenses to enhance financial performance.
 - Market research and competitor analysis to identify business opportunities.
 - ❖ Trip Organizer | Jawar Al Marjan (2021 – 2022)
 - Organized transportation logistics for pilgrims, ensuring smooth transfers from airport to accommodations.
 - Coordinated with travel agencies and service providers to enhance customer experience.
 - ❖ Receptionist | Diyar Al Matar 2 Hotel (2021)
 - Managed guest check-ins, bookings, and front desk operations.
 - Provided excellent customer service and resolved guest inquiries.
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EDUCATION & CERTIFICATIONS

- ❖ Midocean University 2025 – Present, Bachelor of Project Management
 - Expected graduation: 2028
 - Prominent coursework: Project Management Principles, Planning and Scheduling, Risk Management, Business Analysis, Leadership and Team Management.
 - ❖ Al-Quds High School (2016 – 2019)
 - Science Section | Final GPA: 97.93%
 - ❖ Certifications:
 - Accounting for Non-Accountants (40 Hours – Sep 2022)
 - Computer Skills Training (45 Hours – Oct 2022)
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SKILLS

- ✓ Financial Reporting & Accounting
 - ✓ Administrative & Team Management
 - ✓ Microsoft Office Suite (Excel, Word, PowerPoint)
 - ✓ Graphic Design & Web Development
 - ✓ Problem-Solving & Critical Thinking
 - ✓ Adaptability & Fast Learning
 - ✓ Planning & Organization
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LANGUAGES

- ❖ Arabic
- ❖ English
- ❖ Urdu