

Fadia Abdulaziz Alblawi

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Fadia Alblawi

Saudi Arabia

SUMMARY

As a graduate of the University of Tabuk with a Bachelor's degree in Business Administration majoring in Accounting and a Higher Diploma in Human Resources, I have built a strong foundation in Financial Reporting, Customer Service, and HR Information Systems. With strong communication and time management skills, I consistently contribute to efficient operations and successful outcomes in Accounting, Customer Service, and Human Resources Management roles.

EXPERIENCE

Public Services and Legal Consultancy Office | Saudi Arabia

General Accountant | 4 Months | 2022.

- Accurately handled revenue accounting and ensured comprehensive financial record-keeping.
- Prepared and processed monthly employee payroll in compliance with internal policies and procedures.
- Maintained detailed daily journal entries and tracked all company financial transactions.
- Provided professional customer service support related to billing issues and account inquiries.
- Assisted in preparing monthly financial reports to support management decision-making.

Al Borg Diagnostics | Saudi Arabia

Medical Records Clerk | 2021 – 2022.

- Entered patient data and managed daily financial closures and invoice verification.
- Handled daily office operations including responding to phone calls and official correspondence.
- Prepared exemption forms for the Ministry of Health and processed patient lab reports.
- Organized and archived documents to maintain an effective filing and records management system.

University of Tabuk | Saudi Arabia

Medical Records Clerk (Cooperative Training) | 4 Months | 2019.

- Registered and entered patient information accurately into the medical records system.
- Collected and recorded patients' vital signs during initial assessments and routine checkups.
- Assisted in organizing and maintaining physical and digital medical files efficiently.
- Supported the medical team with documentation and accurate data management tasks.

EDUCATION

University of Tabuk | Saudi Arabia

Higher Diploma in Human Resources | GPA: 4.83/5 - Excellent with First Class Honors | 2021.

University of Tabuk | Saudi Arabia

Bachelor's Degree in Business Administration – Accounting | 2019.

OTHER

● Certifications & Courses:

- Cultural Awareness Course | Les Roches – Ministry of Tourism | December 2024.
- Life Ambassador First-Aid Program | Saudi Red Crescent Authority | November 2024 – November 2026.
- Accounting from Scratch Course | Jussor Development Group | July 2022.
- Problem Solving in the Workplace Course | 2020
- Anti-Money Laundering Course | 2020
- Data Entry and Word Processing | 6 Months | 2019
- English Conversation Skills Course | 2019
- Effective Dialogue and Communication Course
- English Language Foundation Course
- Professional Customer Service Course.

● Hard Skills:

- Financial Reporting.
- Customer Service.
- HR Information Systems.
- Budgeting and Forecasting.
- Financial Analysis.
- Human Resource Development.
- Customer Relationship Management.
- Proficiency in Microsoft Office.

● Soft Skills:

- Communication.
- Problem-Solving.
- Attention to Detail.
- Time Management.
- Critical Thinking.
- Negotiation skills.
- Collaboration and Teamwork.
- Flexibility and Adaptability.

● Languages: Arabic, English.