

# Sarah Abudabik

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## Summary

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I am a flexible and detail-oriented bookkeeper with 2.10 years of experience in organizing accounting systems, customer accounts, and payroll information. I also have experience in tax preparation. reliable and punctual team member, I consistently complete important assignments on time.

My goal is not only to complete the training required for graduation, but also to deepen my knowledge and acquire as many skills as possible. I aim to develop myself in my field, gain valuable competencies, and build a bright and impressive future.

## Experience

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### Jawdat Altanoa Company of Food Services

Riyadh

*Accounting Assistant* | 03/2022 - Present

- Taxes
- Accounts auditing
- Ensuring Accuracy of Account Statements by Matching Them

## Education

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### Al-Imam Mohamed Ibn Saud Islamic University

*Bachelor's in accounting* | 06/2025

- (Expected Graduation)

## SKILLS

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- Auditing
- Budgeting
- Teamwork
- Communications
- Microsoft Office
- Time Management
- Sales Management
- Leadership

## Courses

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- EABA| Egrar Applied Bootcamp for Accountants | September 2024| For 160 Hours
- Microsoft Excel | Dorooob| January 2023| For 6 Hours

## Languages

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- Arabic
- English