

Nada Abdullrahman Al-Khaibri

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SUMMARY

Bachelor's degree student in Accounting, specializing in Advanced Excel, Value-Added Tax (VAT), and Internal Control Systems. I have practical experience in preparing administrative reports, using statistical functions in Excel, performing Pivot Table analysis, and designing dashboards for data visualization. I aim to apply my skills in financial analysis and accounting in a professional work environment.

EDUCATION

Bachelor's Degree in Accounting

Cumulative GPA: 4.68

Imam Muhammad ibn Saud Islamic University | Expected Graduation Year: 2025

COURSES

- Advanced Excel Course
 - Value-Added Tax (VAT) Course
 - Internal Control Systems Course
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SKILLS

Soft skills

- Effective Communication
- Take responsibility
- solve problems
- teamwork and collaboration
- flexible and adaptable

Hard skills

- Microsoft Office
- Preparation of administrative reports and correspondence.
- Use of Key Statistical Functions in Excel
- Pivot Table Analysis in Excel
- Creating Dashboards in Excel