

DANA HASSAN HAFEZ

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OBJECTIVE

Motivated and detail-oriented senior accounting student. Seeking an entry-level position where I can apply my strong analytical, problem-solving, and technical skills to contribute to financial accuracy and business success. Eager to leverage academic knowledge, proficiency in accounting software (e.g., Excel), and a strong understanding of accounting principles to support a dynamic team in a growth-oriented company.

EDUCATION

Bachelor's degree in accounting

Imam Mohammad Ibn Saud Islamic University, Riyadh

GPA 4.60 | 2020 - present

CERTIFICATIONS

- **Excel Training**

Emdad Almarifah for Training | 9 /11/2024 (5 days, 30 hours)

VOLUNTEER

- **Accounting Club** | Design Department Member

03/2024 -12/2024

As a member of the Design Club, I help create promotional materials such as posters and social media graphics. I collaborate with the team to develop creative concepts and ensure visual consistency across club projects. This role has strengthened my skills in graphic design tools like Canva.

- **Ejad Club** | Human Resources Department Member

03/2024 - 08/2024

As a member of the HR Department, I assist with organizing events and conduct mock interviews to help members improve their interview skills. This role has enhanced my understanding of HR processes and strengthened my communication and evaluation skills.

- **The Multilingual Club** | Human Resources Department Leader

01/2022 - 12/2022

SKILLS

- | | |
|---|--------------------------------|
| • Problem Solving and Critical Thinking | • Adaptability and Flexibility |
| • Time Management and Organization | • Leadership and Teamwork |
| • Communication and Collaboration | • Visual Aids Creation |