

Sundus Salman Alkhaldi

❖ Contact Information

Eastern Province, Dammam
Saudi Arabia

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❖ Objective

To join a work organization for enhancing my career-oriented position in a field. Which offers immense opportunities based on skills, professional expertise, target achievements where I can utilize my career more professionally and acquire new abilities.

❖ Education

2024-2020

Imam Abdulrahman Bin Faisal University

Bachelor Of Accounting in College of Applied Studies and Community Service – GPA 4.73 out of 5 Distinguish With Honor

❖ Experience

Ministry Of Human resources Social Development ,Dammam ,Kingdom Of Saudi Arabia June 2024 To August 2024 (Field Training)

- I Worked in the Finance Unit Department ,Doing Recording and Inventorying The Covenant Using Excel
 - I Worked On How To Submit Purchase Orders and Review Their Status Through The Oracle System
 - I Worked On How To Make a Transaction Presentation Using Excel ,and Review Invoices
 - Perform Administrative Work By Creating Schedules
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❖ Skills

- Time management
 - Communication
 - Finding the use of Excel
 - Collaboration Skills
 - Teamwork
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❖ Courses

- Distinguished Accountants Program
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❖ Volunteering

- An Active Member of the Accounting Community at Imam Abdul Rahman bin Faisal University
- An Active Member of the Finance Community at Imam Abdul Rahman bin Faisal University
- An Active Member of Sharek at Imam Abdul Rahman bin Faisal University