

Noura Bafadal

 [+966 506 242 521](tel:+966506242521)  Nourabafadal@outlook.com  Alkhobar, Saudi Arabia

SUMMARY

A driven and detail-oriented professional with a bachelor's degree in finance, equipped with a solid foundation in financial analysis, budgeting, investment principles, and risk management. I am skilled in interpreting financial data, preparing reports, and supporting strategic decision-making processes. With a keen eye for accuracy and a commitment to continuous learning, I am seeking opportunities in finance-related roles where I can apply my academic knowledge and analytical skills to contribute to organizational growth and financial stability in a dynamic and professional environment.

EXPERIENCE

Arabian Drilling Company | Saudi Arabia

Trainee | June 2024 – August 2024.

- Utilized Excel to monitor and record monthly revenue with accuracy and consistency.
- Supported vendor payment processing and tracking through the SAP system.
- Handled vendor statement reconciliations and resolved discrepancies efficiently and professionally.
- Contributed to month-end closing procedures and assisted in generating financial reports.
- Observed and assisted in shipping and billing processes for material delivery documentation.

EDUCATION

Prince Mohammed Bin Fahd University | Saudi Arabia.

Bachelor's Degree in Finance | College of Business Administration | September 2019 – August 2024.

- Understand financial systems, markets, and institutions for informed economic decision-making.
- Analyze financial data to evaluate investments, budgets, and risk strategies.
- Apply financial theories and tools to solve real-world business challenges.
- Develop ethical, strategic thinking in managing corporate and personal financial resources.

VOLUNTEERING

- Guest Relations Specialist | IKTVA (In Kingdom Total Value Added).

PROFESSIONAL SKILLS

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|---------------------------|----------------------|
| ○ Communication skills. | ○ Decision-making. |
| ○ Time Management. | ○ Adaptability. |
| ○ Problem-Solving Skills. | ○ Positive Attitude. |
| ○ Leadership. | ○ Stress Management. |

LANGUAGES

- Arabic.
- English.