

NORAH ALSHAIBAN

Contact: +966543805578

Email: nourashh27@gmail.com

LinkedIn: www.linkedin.com/in/nourah-al-shaiban-47b59622a .

SUMMARY

A Hard worker, Passionate about financial statements and financial analysis. I'm also well-versed in Microsoft Excel and eager to apply my knowledge and learn from an experience in a professional setting.

EDUCATION

Saudi Electronic University, Dammam

Jan 2020-Aug 2024

College of Administrative and financial sciences, bachelor's degree in **finance**

WORK EXPERIENCE

Gulf International Bank – Trade Finance Operations UK Region (Tamheer Program)

Jan 2025 – Jul 2025

- Handled document checking for Letters of Credit (LCs) and other trade finance instruments in compliance with international banking standards.
- Managed payment processing and transaction execution within the Trade Finance Operations team.
- Prepared daily and weekly operational reports and escalated issues promptly to ensure smooth processing.
- Coordinated directly with UK-based corporate clients to resolve trade finance inquiries and ensure service excellence.
- Took ownership of task management, follow-ups, and stakeholder communication across internal and external parties.
- Gained practical knowledge of trade finance workflows, including document examination, payment cycles, and compliance requirements.

Coop Trainee at Saudi electricity company – Financial department

Jul 2024 – Oct 2024

- Financial analysis
- Bank guarantees and the treasury department role in the contract
- Creating Financial statements
- Processing Taxes invoice

COMMUNITY INVOLVEMENT

- Promoter – Mobily at king Fahad university of petroleum

CERTIFICATES

- Financial Performance Management by Dorroob Program
- English Advanced level by Berlitz learning center
- Step Certification by Qiyas
- Management of wealth and financial advice by the financial academy

SKILLS

Skills: Financial statement analysis, Microsoft office, Leadership, Teamwork

Language: Arabic: native - English: Fluent