

LINA ALZHRANI

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SUMMARY

Senior accounting student at Arab Open University, currently seeking a cooperative training opportunity to fulfill university graduation requirements. I am eager to apply my academic knowledge in a real-world setting, especially in areas such as financial accounting, tax, and auditing. I bring strong analytical skills, attention to detail, and a commitment to learning and professional development. Additionally, I hold a diploma in Human Resources, which has enhanced my understanding of organizational communication and workplace dynamics.

EXPERIENCE

- **Distinguished Accountants Program (DAP) – EGRAR Platform**
 - Completed a 120-hour professional applied qualification program.
 - Gained hands-on experience in accounting applications, Zakat & Tax accounting, and accounting systems.
 - Developed communication and self-learning skills.

EDUCATION

- **Arab Open University | Saudi Arabia** Bachelor of Science in Accounting | Expected- 2025 (Pending internship)
- **Imam Abdulrahman Bin Faisal University | Saudi Arabia** Diploma in Human Resources -GPA:96.89 out of 100 | 2020- June 2021

VOLUNTEER

- Ithra Global Cultural Program(organizational)
- Prince Mohammad bin Fahd University(organizational)
- Social Development Association(organizational)
- Deemah Educational Foundation for Educational Consultations (administrative)
- Tarahum Committee in Qassim (entering data)

SKILLS

- **Hard Skills:**
 - Familiarity with basic financial accounting principles
 - Proficient in Microsoft Office (Word, Excel, PowerPoint)
 - Proficient in Power BI
 - Understanding of financial statements (Balance Sheet, Income Statement)
 - Basic knowledge of VAT and auditing concepts
 - Accurate data entry and documentation skills
- **Soft Skills:**
 - Strong communication and teamwork abilities
 - Fast learner with high adaptability in new environments
 - Time management and organizational skills

LANGUAGES

- Arabic
- English - Intermediate (120 hours of formal training)