

Reem Faraj Al-Rashidi

+966 557 307 195

reem.alrashidi.202003@gmail.com



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Saudi Arab

SUMMARY

Accounting graduate with a Bachelor's Degree in Business Administration (Accounting) from Imam Abdulrahman Bin Faisal University. Recently completed professional training within the Tax & Legal Business division at Deloitte, gaining hands-on experience in tax compliance, withholding tax, Zakat and tax return preparation, financial data reconciliation, and regulatory reporting. Skilled in financial analysis, Microsoft Excel, and tax-related procedures, with strong attention to detail, analytical thinking, and teamwork abilities. Seeking an opportunity to contribute to accounting, taxation, finance, or audit functions while continuing to develop professional expertise.

PROFESSIONAL EXPERIENCE

Deloitte | Saudi Arabia

Tax & Legal Business Trainee | Cooperative Training Program | 2026.

- Assisted in preparing and reviewing Zakat and tax returns in accordance with applicable regulations.
- Supported tax compliance activities and maintained documentation accuracy.
- Performed financial data reconciliation and validation for client engagements.
- Prepared monthly and annual Withholding Tax (WHT) calculations and filings.
- Utilized the ERAD portal to process and monitor tax-related requirements.
- Conducted financial analysis and data verification to support tax reporting.
- Prepared working papers, reports, and supporting documentation using Microsoft Excel.
- Collaborated with tax professionals to ensure timely completion of client deliverables.

EDUCATION

Imam Abdulrahman Bin Faisal University | Saudi Arabia

Bachelor's Degree in Business Administration – Accounting | GPA: 4.51/5.00 | June 2026.

- Develop a strong foundation in accounting principles and financial reporting.
- Apply quantitative and analytical skills to solve business and financial problems.
- Utilize accounting software and technologies to manage financial data efficiently.
- Understand and implement ethical standards and regulatory compliance in accounting.

COURSES

- Microsoft Excel | Dorooob | August 2025.
- A course in the Principles and Basics of Community Work (Basic Pioneer).

HONORS & AWARDS

- Excellence of Certificate for the Academic Year 2022 – 2023.

VOLUNTEERING

- Volunteer | CBA Club | January 2023 – December 2024.

SKILLS

● Hard Skills:

- Withholding Tax (WHT).
- Tax Compliance.
- Zakat & Tax Returns.
- Data Reconciliation.
- Financial Analysis.
- Financial Reporting.
- ERAD Portal.
- Microsoft Excel.
- Microsoft Word.
- Microsoft PowerPoint.
- Accounting Software.
- Financial Data Management.

● Soft Skills:

- Communication & Teamwork.
- Attention to Detail.
- Time Management.
- Problem Solving.
- Analytical Thinking.
- Adaptability.
- Professional Ethics.
- Organization Skills.
- Decision Making.
- Continuous Learning.

LANGUAGES

- Arabic.
- English.