

Nada Aljohani

Junior Accountant | Financial Operations | SOCPA | IPSAS

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Tabuk, Saudi Arabia

PROFESSIONAL PROFILE

Detail-oriented Accounting graduate with cooperative training experience in charitable healthcare environments. Demonstrated proficiency in accounts payable management, financial transaction recording, and preparation of basic financial reports in compliance with accounting standards. Strong academic performance with a solid foundation in financial reporting, budgeting support, and public sector accounting practices. Holding relevant certifications in financial accounting, IPSAS, Excel, and applied artificial intelligence, with readiness to contribute to financial operations in hospitals and organizations.

CORE COMPETENCY AREAS

- Financial Reporting Analysis.
- Accounts Payable Management.
- General Ledger Accounting.
- Budgeting Cost Control.

PROFESSIONAL EXPERIENCE

King Khalid Charity | Saudi Arabia

Accounting Trainee | Cooperative Training | June 2025 – August 2025.

Role Overview

Supported accounting operations through cooperative training within charitable organization.

Key Achievements

- Assisted accounts payable processing, invoice verification, and expense documentation.
- Recorded daily financial transactions following organizational accounting policies standards.
- Prepared basic financial reports under supervision of senior accountants.
- Supported budgeting activities and monitored expenditures against approved budgets.

Core Responsibilities

- Ensured accuracy of financial records through proper data entry.
- Maintained confidentiality of financial information in compliance standards requirements.
- Coordinated with accounting team to meet reporting deadlines efficiently.
- Applied accounting principles learned during cooperative training program period.

ACADEMIC BACKGROUND

Tabuk University | Saudi Arabia

Bachelor's degree in Accounting | GPA 4.43/5.00 | Second Class Honor | July 2021 – August 2025.

CERTIFICATIONS

- Principles of Financial Accounting | SOCPA | Doroob.
- International Public Sector Accounting Standards (IPSAS) | Doroob.
- Excel Spreadsheets Program | Doroob.
- Word Processing Program | Doroob.
- Fundamentals of Artificial Intelligence | SDAIA.
- AI Concepts and Advanced Applications | SDAIA.

SKILLS

Technical Skills:

- Accounting Software Proficiency.
- Microsoft Excel Advanced Functions.
- ERP System Management.
- Data Entry Accuracy.

Soft Skills:

- Communication.
- Time Management.
- Problem-Solving.
- Attention to Detail.

Financial Skills:

- Financial Reporting.
- Budgeting and Forecasting.
- Accounts Payable/Receivable.
- Ledger Reconciliation.

Analytical Skills:

- Variance Analysis.
- Cost Analysis.
- Risk Assessment.
- Audit Support.

LANGUAGES

- Arabic.
- English.