

# Ghaida Albalawi | Accountant

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## Professional Summary

An ambitious accounting graduate dedicated to launching a professional career in the financial and accounting field by supporting operational efficiency and enhancing financial procedures. Possesses strong analytical skills, high accuracy in data entry, and financial problem-solving abilities. Proficient in managing financial records, conducting analysis, and working effectively within a collaborative team environment.

## Education

- **Bachelor of Accounting**
- University of Tabuk, Saudi Arabia
- Graduation Year: 2025

## Professional Experience (Co-op Training) Accounting Intern|Tabuk Chamber of Commerce

Tabuk, Saudi Arabia | January 2025 – May 2025

- Collected and recorded daily revenues from the subscriptions department into journal entries.
- Reconciled daily cash and POS revenues to ensure financial data accuracy.
- Processed and recorded bank deposit slips in accounting ledgers.
- Reviewed the financial analysis reports of the Chamber of Commerce.
- Analyzed monthly estimated budget items and monitored financial performance.
- Recorded invoices and prepared payment and receipt vouchers following approved procedures.
- Monitored, posted, and printed daily journal entries to the general ledger.
- Observed the petty cash fund reimbursement procedures for the Tabuk branch.

## Technical Skills

- Financial Reporting and Analysis.
- Bookkeeping and Ledger Posting.
- Revenue Reconciliation.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint).
- Accurate Data Entry and Organization.

## Soft Skills

- Work Discipline and Responsibility.
- Initiative and Positivity.
- Teamwork and Collaboration.
- Organization and High Attention to Detail.

## Languages

- Arabic: Native.
- English: Good.