

NOURA AL QAHTANI

ACCOUNTANT

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ABOUT

A highly motivated Accounting graduate at ADVETI seeking a position in training & development where I can gain experience and develop new skills as well as utilize and advance my skills further.

EDUCATION

**ABU DHABI VOCATIONAL
EDUCATION & TRAINING INSTITUTE**
Al Ain, UAE
Diploma in Accounting

2021 - 2023
GPA - 2.78

**MUBAZZARAH AL KHADRA
SCHOOL**
Al Ain, UAE
High School Diploma

2020 - 2021
GRADE 64.43%

PROFESSIONAL SKILLS

- Fast learner
- Great leadership skills
- Time-efficient
- Good communication skills
- Works well under pressure
- Creativity
- Active listening
- Management skills

TECHNICAL SKILLS

- MicroSoft Office
(Word, PowerPoint, Excel)
- QuickBooks

LANGUAGES

- Arabic (Native)
- English (Fluent)

EXPERIENCE

ACCOUNTANT TRAINEE

OCT 2023 - DEC 2023

SCHOOL Mubazzarah Al Khadra, Al Ain

- Monitoring the attendance and dismissal of school staff daily and the absence of students monthly in the HR department.
- Trained to schedule meetings for the Finance department.
- Trained for arranging the monthly reports file monthly for an entire year.
- Coordinating sections and students as well as organizing school celebrations.