

## Norah H. Sanad

I am looking for a full-time job, either academic, accounting or human resources. I have mastered academic work as a lecturer at a university or human resources based on my university majors and experience and can work as an accountant based on my seven years of experience in this field.

### **Personal data**

Name: Norah Sanad

Age: 34

Nationality: Yemen

Social status: single

Mobile number: 0553927750

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Years of Experience: 7 Years.

Educational qualification : Master- Administration

### **Qualifications:**

- Master degree in the Department of Public Administration - King Saud University - Excellent grade with a grade Honor)) 4.75 - (2016) Thesis title: Contribution of Incubators

Business for Development Entrepreneurship in Saudi Arabia.

- Bachelor degree in human resources management - King Abdulaziz University - Grade

Excellent with Honors - (4.69 -2008).

- Award for the care and discovery of creators from the Ministry of Education (2015).
- Diploma of Computer - 2009 - for one year –Al-MASHEEL Institute in Jeddah (2008).

### **COURSES:**

Secretarial course for one month

- Knowledge course + Photoshop course.
- To pass the TOEFL alternative test - to King Abdulaziz University.
- English course for the third level - for one month.
- One-month Children's education course.
- Course for handwriting analysis- HR.
- Body language analysis course used in human resources.
- A human resources training course.

- Accounting course from SEDCO company
- A course on productive families.
- Entrepreneurship courses.
- Conference preparation courses.
- Several courses in self-development.
- A course in the analysis of qualitative data and the programs used.
- A course in scientific publishing.
  - Several accounting courses
  - Course in ERP- Accounting.

### **Practical experiences:**

- Two-month work at Saudi Aviation Company - Oxford .
- Work for 5 years as Accounting - Nutrition Company.
- Work for two months marketing (Visa and cars) - National Bank.
- Work (60 hours) as an apprentice - Al Rajhi Bank.
- Work (5 months) as an administrative materials teacher - Saudi Institute for Women.
- Work (6 months) as a receptionist - a women's center.
- Work (400 hours) with student clubs at King Saud University.
- Work (100 hours) with the student partnership at King Saud University.
- Work for a year and a half in the Advisory Council for housing students of King Saud University
- Working for a full semester in cultural activities in the housing of students of King Saud University.
- Working on the definition of King Saud University and its departments - College of Business Administration in Secondary schools.
- Working with various student clubs and student partnership department at all stages of the study▪ .
- I have many research and management studies, especially in human resources and entrepreneurship
- I have many posts and lectures at the university voluntarily .
- Participate with the Club for two years in the media, public relations and organization.

## **Details:**

- NCB- Bank (Marketing)-2009

### Responsibilities:

Working in the car sales department

Working in credit cards department

Marketing

Cooperation with companies and individuals

Public relations

Using social media

### Skills

Public relations

Using social media

team work

- Saudi Women Institute- for Training -(Teacher)- 2012 - 2013

### Responsibilities:

Explanation of administrative materials

Training of female students

Equip them for the labor market

### Skills:

Academic Skills

training and development

Easily deliver information

- Gulf company- for nutrition-(Accountant)- 2002 – 2008.

### Responsibilities:

Everything related to accounting

Daily accounts

Monthly Accounts

Budgets

In addition to monthly and annual inventory

Skills:

Computer (Excel)

Team work

Training

Leader

Solve Problems

Oxford- For aviation- (Accountant)- 2018.- Most Recent

Responsibilities:

Establishment of accounting department in the company (new company)

Create a database

The financial position of the company

Everything related to accounting

Daily accounts

Monthly Accounts

Budgets

Skills:

Computer

Team work

Training

Leader

**Character traits :**

- ✓ Executive personality
- ✓ Ability to withstand work pressure and problem solving
- ✓ Learn everything new in the field
- ✓ Mastering more than one administrative task (management - accounting - human resources)
- ✓ Training and developing individual skills.