Noora Hamad Bin Fahad

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Career Objective

To secure a challenging position that utilizes my experience, while allowing me the opportunity to grow professionally.

I'm a goal-oriented and problem solver professional with 4 years experience in Finance for high-profile government and private organizations across the UAE. I enjoy challenging work, and promote good communication abilities.

Education

- ***ICAEW -*** **Accounting Skills Certificate (ASC)** ***(2015)***
  PricewaterhouseCoopers Academy, Dubai
- ***Bachelor - Business Administration Financial Services*** ***(2011-2013)***
- ***Higher Diploma - Business Administration Financial Services*** ***(2007-2011)***
  Dubai Women's College, Dubai
- ***High School Certificate – Art section*** ***(2007)***
  Al Sufouh School, Dubai

Skills

General Skills:

- Team player
- Presentation Skills
- Time management

IT Skills:

- Good in using different computer software including Microsoft Office, Macromedia Dreamweaver and adobe Photoshop CS.

Languages:

- Arabic and English.

Business Skills:

- Able to work in a team and independently
- Capable to do research using different channels and methods
- Good decision making and problem solving skills
- Good presentation skills
- Good time management skills

Work Experience

ENOC Supply and Trading – (Risk) **(2017 - Present)**

Duties:

- Manage and operate the software based trading system
- Create and review contracts
- Prepare management reports
- Scan and schedule physical cargoes in the trading system
- Prepare offers and bids

PricewaterhouseCoopers – (Assurance) **(2014 - 2017)**

Duties:

- Deal with clients in different sectors
- Collect quality data
- Conduct and monitor inspection of materials and products
- Documentation
- Financial Statement Audit

Work placement - Union National Bank (Retail Banking) **(2011)**

Duties:

- Deal with customers
- Promote products
- Fill forms and Handle cheques

Dubai Women's College Bazaar - Team Manager **(2009)**

Duties:

- Sell products to the customers
- Handle the revenue and cost of the products

Accomplishments/Certificates

- *ICAEW* **(2014-2015)**
  Accounting Skills Certificate (ASC) the foundation knowledge and skills of accounting and finance.

- Training Courses by PwC Middle East Learning & Development:

  2016:
  - Risk Assessment Analytics
  - Planning and Strategy
  - Business Processes
  - Project Management

  2015:
  - Documentation standards
  - Purchasing and Payables
  - Revenue and Receivables
  - Business Processes
  - Auditing Presentation and Disclosure

  2014:
  - Global Assurance 2014
  - Cash & Cash Equivalents
  - Property Plant & Equipment

- *IELTS Certificate (Band 6)* **(2010*)***
  British Council (International English Language Testing System)

- *Career Fair Participation Certificate* **(2009)**
  Career Fair – Trade Center

Interests

Photography and Travelling

Personal Information

Date of Birth: February 13th 1989

Gender: Female

Nationality: Emirati

Availability

Available upon request