

CAREER OBJECTIVE

Contribute to building a positive and stimulating work environment, by applying best practices in the field of business management and Accountant where I can apply my problem-solving abilities, communication skills, thinking abilities and achieve the company's strategic goals.

EDUCATION

- **Student at Arab Open University**
Accounting major
- **Diploma in Accounting**
Technical and Vocational Training Corporation

CERTIFICATES

- General Authority for Labor Market
- Creative Thinking
- Volunteer Work
- Preparing and Writing Reports
- Decision Making
- Basics of Feasibility Study
- Commercial Franchise
- Legal Culture for Entrepreneurs
- Basics of Marketing Plans

SKILLS

- Effective communication
- Strategic thinking
- Professional responsibility
- Planning and prioritizing
- Develop strong relationships with coworkers.
- Technical knowledge of global accounting principles.
- Ability to perform analytical functions and solve accounting problems.

PROFESSIONAL WORK EXPERIENCE

General Accountant

Derma Holding

- Preparing monthly financial statements.
- Assisting in trial balance preparations.
- Reconciling cash advances on a monthly basis.
- Investigating any accounting discrepancies.
- Reporting on any outstanding invoices.
- Identifying and recording incoming electronic payments.
- Performing basic analysis of accounts and accruals.
- Counting and balancing petty cash at the end of each month.
- Preparing journal entries complete with the documentation for all transactions.
- Maintaining spreadsheets to accurately report on revenues and expenditures.

Warehouse Storekeeper

Cladtek

- Recording incoming and outgoing quantities.
- Preparing records for materials entering and leaving the warehouse.

Sales

Al-Jouf people

- Supervision of work.
- Supervision and planning.

Accountant

Hajjad Continental Hotel

- Preparing and planning Financial Statement.

Sales

Saad Al-Mollis Commercial Company

- Follow up with customers.