

HUDA ALSHAMMARY

Certificate of Associate membership (SOCPA).

Saudi Arabia, Al Khobar, Eastern | (+966) 567594778 | huda.s.w.alshammary@gmail.com | www.linkedin.com/in/uniquehuda

Dynamic and detail-oriented accountant with extensive experience in general accounting, internal auditing, and financial reporting. Recognized for delivering high-quality strategic solutions and driving business growth through effective collaboration and a strong sense of ownership.

EDUCATION

Bachelor of Business Administration | King Faisal University

Degree obtained June 2022

- Distinguished member of university's Accounting Society, GPA: 2.8
- Relevant coursework: Advanced Financial Accounting and Reporting

ELITS Test Preparing | dalilk4ielts

Degree obtained June 2022

Degree obtained June 2023

EXPERIENCE

Accountant | **Alshalawi International Company for Trading and Contracting** Dec 2023 – Present

- Provide accounting services for individuals and construction companies within a global contracting firm.
- Assist in preparing income tax returns, support audit processes, and contribute to the preparation of financial statements for construction projects.
- Manage pro forma budgeting, general ledger accounting, and bank reconciliations related to project operations.
- In-house bookkeeper for a real estate development company
- Maintained financial books, tracked expenses.
- Prepared and submitted invoices.

Business Development Manager | Ram Clinics Group

Apr 2022 – Apr 2023

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- Skill Development Manager with a strategic vision for designing and implementing training programs that enhance individual capabilities.
- drive organizational performance. Skilled in gap analysis and building effective development plans aligned with business goals.

Accounting Assistant | Safwat Al Muhadib

Feb 2022 – Apr 2022

- Prepared invoices for more than 200 clients
- Assisted with bill payments, records organization and preparation, and other office duties

Marketing And Public Relations Specialist | Safwat Al Muhadib

MAY 2018 – Apr 2022

- Relationship-building with stakeholders.

- Campaign planning and execution.
- Market research and data analysis
- Ability to work under pressure.
- Teamwork and collaboration.

Assistant Manger| Safwat Al Muhadib

MAY 2014 – Apr 2022

- Appointment and scheduling management
- Patient record and file management
- Patient complaint handling and problem resolution
- Medical supply inventory control and Coordination between various clinic departments.
- Familiarity with licensing procedures for facilities and staff.
- Good understanding of Saudi labor law and HR regulations.

SKILLS

- Proficient in Microsoft Office (Excel, Word, PowerPoint)
- Cash flow planning and management.
- Financial statement preparation
- Internal auditing and financial control
- ERP systems proficiency (e.g., SAP, Oracle, or similar)
- Strong Outlook and email communication skills
- Exceptional verbal and written communication
- Fluent in English
- Saudi labor law.
- HR regulations
- Thorough knowledge of Saudi health platforms (Sehha, Efada, Taqdeer).
- Labor Law
- Human Resource Management.
- Financial Statement Preparation.
- Internal Controls.
- ERP
- Bookkeeping and general ledger
- Billing and collection process management.
- Preparing daily and weekly operational reports.
- Supervising front desk and nursing staff.
- Customer service and patient relations.
- Medical supply inventory control.
- Proficiency in Excel and Outlook.
- Journal Entry Preparation.
- Bank Reconciliation.
- Accounts Payable & Receivable Management.
- Expense and Revenue Reporting.
- Account Auditing and Review.
- Account Reconciliation.
- General Ledger Management.
- Financial Data Analysis.

REFERENCE

- Mr. Muhammed Adel (chef Account):
+966544117159
- Mr. Muhammed Zamzam (Revenue Accountant):
+966567913122