

Summary:

I am an accountant with a bachelor's degree in finance and a Diploma in Accounting, with practical experience gained through university internships and work in the accounting field. I have developed skills in managing accounts payable and receivable, preparing financial reports, and calculating accounting ratios. I am eager to continue developing my accounting skills and contribute to improving financial operations in a professional environment.

Experiences:

(Dose company): General Accountant -2024 - DEC to Present.

- accounts payable, Manage and record financial payments, and oversee the company's bank accounts
- Prepared journal entries for daily expenses and revenues, ensuring accuracy and compliance with accounting standards.
- Handled petty cash fund, ensuring accurate disbursements, proper documentation, and smooth handover procedures.
- Reviewed bank statements and invoices from clients to ensure all payments were accurately settled
- Performed monthly bank **reconciliations** by comparing accounting records with bank statements and ensuring consistency
- Managed accounts receivable and payable, ensuring timely settlement of outstanding balances with clients and vendors.
- Prepared and analyzed Profit and Loss (**P&L**) statements and **tax reports**, ensuring accurate financial performance monitoring and compliance with tax regulations.
- **Ministry of Defense – Land Forces: Internship -(2021) & NASS Group & Corporation: Internship - (2024)**

Educational Qualifications:

- **King Fahd University of Petroleum and Minerals- Dammam Community College: Diploma**
Degree in accounting (2017-2021)
- **Alasala- colleges: Bachelor's:** Degree in finance (2021-2024)

Professional certificates:

- Certificate Associate Membership (**SOPCA**)
- **CME-1: Capital Markets Examination**
- **(FMVA) Financial Modeling & Valuation Analyst: from (CFI)**
- VAT Specialist Exam (**SOPCA**) **(in going)**

Courses:

- Microsoft Excel
- Financial analysis
- Financial Modeling & Valuation Analyst
- Program for VAT Specialist Exam
(SOPCA)
- Comprehensive Accountants workshop.

Skills:

- Effective communication
- Working under pressure
- time management
- Use of Microsoft Office (**MOS**)
- Finding solutions and learning quickly
- Communication Skills
- **Fluent in English**