

Badria R. Zainal Aliraani

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SUMMARY:

An ambitious accountant with a strong work ethic, excellent communication skills, and a few months of experience in Accounting. looking for a position in a reputable organization where I can be successful in improving efficiency and enhancing the profitability of the business.

EDUCATION:

Bachelor of Accounting

Prince Mohammad bin Fahad University – Alkhobar, Saudi Arabia

Aug. 2022

GPA: 3.05/4

EXPERIENCE:

Accountant at United Group.

Sep. 2022- Present

- Confirming, Posting, and Approving Sales Invoices and Return.
- Review Daily Collection and Post Receivable by Recording Cash, Cheques, and Bank Transfers.
- Prepare Journal Vouchers and Purchase orders using Orion.
- Preparation of Credit Notes.

Intern Accountant at Fugro-Suhaimi Ltd.

Jan. 2022 – Mar. 2022

- Credit Controller.

Accountant at Critical Engineering Co.

Apr. 2021 – Sep. 2022

- Recorded Journal Entries using the ERP system.
- Prepare a VAT report.
- Reconciliation of the account.

VOLUNTEERING EXPERIENCE:

Volunteer

King Abdulaziz Center for World Culture (Ithra)

Jan. 2021 - Present

SKILLS:

- Microsoft Office Applications
- Presentation Skill
- Report Writing
- Fast Learner
- Team Player
- Bilingual (Arabic, English)