

Batool Hilal

Saudi

Date of birth: 6-AUG-1997

Mobile: +966 558 7444 21

Objectives

Looking for a challenging Career position that suits my knowledge, education and helps enhancing my skills and provide me a good standard level life.

Education

Bachelor's Degree in Accounting Saudi Electronic University. Present

Higher Diploma in Accounting Lincoln Qatief Female College. 2017 – 2018

Associate Diploma in Business Lincoln Qatief Female College, 2016 – 2017

Experiences

Billing Analyst at Gulf Cryo Saudi Co Present

- Using Oracle Genesis system
- Using Nitro
- Using power app
- Dealing with ship confirm report
- Using portals to upload the invoices such as (Halliburton, schlumberger, NSH ...etc)
- Sending statement of account to the customers
- Scanning and printing the documents
- Follow up with the customers and sending invoices
- Creating debit and credit note
- Interacting with logistic department for deliveries issues solution
- Solving all related issues in invoices with interacting departments

Inventory Replenishment Analysis at United Electronic Co-Extra. 7-Sep-2020 – 7-Oct-2020

Plant purchase at Vallourec Saudi Arabia (15June, 2019-8December,2019)

- Recommending source selections, plan, lead purchase order negotiations, prepare and issue purchase orders.
- Assisting Supply Chain Management in providing other support services as requested.
- Dealing with SAP and DHL system.
- Making Purchase Order and Purchase Request.
- Looking for interest suppliers.

Training at Rawabi Holding Company (24June,2018-28March,2019)

Support Service Department

- Dealing with Oracle System – making PR\PO
- Entering data on the computer
- Dealing with STC System – Review the bills and print it out
- Present presentation
- Preparing Expense Claim Form
- Preparing Summary of Transportation Request
- Preparing Oil and Gas receipts
- Request for room reservation

- Attendee Workshop CV

- Negotiate with customers

Training at Gulf Agency Company

5 weeks in different sections: **HR, Logistic and Finance.**

- Recording invoices.
- Checking resumes.
- Entering data
- Organizing archive and printing missing documents for employees.
- Using SAP system.

Certificates

- First aid heart and pulmonary resuscitation **Emergency First Response.**
- Human Resources Specialist Course **Asharquah Chamber August16-20,2020. Total hour,20h.**
- Customer Services Certificate **Lincoln Qatief Female College** March 15,2018
- Small Business **Madar ALKhaleej Institute** (2018)
- Saudi driving Licenses.

Skills

- Excellent written and verbal communication skills in Arabic and English
- IT skills, Microsoft office: word, Excel, Power Point. Excellent in using Oracle, DHL, Aramex, and SAP Systems.
- Communication skills: good listener with a remarkable ability to understand instructions while paying attention to details.
- Flexible Person, able to get along with coworkers.
- Well-practiced in attending phone calls and answering customer queries.
- Excellent in presentation and interpersonal skills
- Analytical Thinking
- Strong Negotiation skills.
- Highly motivated and target driven.