

Elaaf Al-Mulla

Prince Mushari Bin Saud Street, Al-Andalus area Home: 0138822559 Al-Khobar, East Province Cell: 0569538228 Email: Elaaf1990@gmail.com

OBJECTIVE

•I am looking for a Challenging position in organization where I can enhance my skills & strength, in conjunction with the organization's goals & objectives. My aim is to work hard, to learn and utilize my every ability to give optimum benefits to the organization.

EDUCATION

University of Dammam, Al-Dammam, EP, Bachelor Degree in Accounting, graduated (2013)

WORK EXPERIENCE

1.From June 10, 2021 until now.

Position: General Accountant at Al-Hogail Contracting Company under the financial management.

- Making daily entries for sales and purchases of Al-Hogail Glass and Mirror Factory, including tax, points of sale and bank transfers
- Making monthly reports for sales and purchases entered and ensure their compliance with the tax
- Making daily entries for the purchases of Al-Hogail Company, whether inside or outside the company from existing projects
- Raise the tax return to the Zakat Authority by making monthly reports for purchases, sales and input tax

2. From Nov 2017 to December 2019 : Position: Accounting at Al Bawardi Group under Financial Management Section Functional tasks

- Enter Invoice by suppliers in the Oracle program
- Make accounting adjustments and print notice to branches Payment invoicing by suppliers in the Oracle program either in cash, transfer or check Notify the subsidiaries of the company of the payment process
- Making a settlement in the event of any errors and modifications and advance notice of branches

3. From Dec 2013 to May 2015: Position Marketing Coordinator in Bina Ready-mix under Bawan Company.

- Dealing with customer's phone and e-mail to sell product. Also, monitors Competition by gathering current marketplace information on pricing, products, new product and merchandising techniques.
- If needed resolves customer complaints by investigating problems, developing Solution and preparing reports, making communication to management.
- Enter Invoice by suppliers in the Oracle program
- Make accounting adjustments and print notice to branches
- Payment invoicing by suppliers in the Oracle program in either cash, transfer or check notify the subsidiaries of the company of the payment process
- Making a settlement in the event of any errors and modifications and advance notice of branches

KYE SKILLS

Business and Management :Technical Skills :

- Budgeting & Planning
 - Project management
 - Communication & Leadership
 - Proficient in Microsoft Word, Power Point, Excel.
 - Oracle program•
- Computer platforms: Macintosh and Windows (strong)

ADDITIONAL SKILLS

- Very good verbal and written communication skills in English.
- Self-motivated, precise and dedicated
- Ability to achieve short term and long-term objectives
- Ability to handle multiple tasks and work under pressure
- Willing to learn and improve skills and knowledge.

REFERNCES

Available Upon Request