

EHAB R. ALHABIB

ACCOUNTANT IN-CHARGE

CONTACT

Mobile: 0547422818

Email: e.alhabib@yahoo.com

Address: Dammam, Saudi Arabia

Nationality: Saudi

Date of Birth: 1 June 1983

Marital Status: Married

EDUCATION

2010

Diploma in Accounting and Finance

City and Guilds Institute - Bahrain

2008

Bachelor's degree in economics

King Saud University - Saudi Arabia

PROFESSIONAL

CERTIFICATE

2025

Certified Finance Manager (CFM)

Global Association for Quality
Management

SOFTWARE SKILLS

Oracle

SAP

Microsoft Office

PROFILE

An Ambitious, and Motivated, Also Ability to work with the Special Initiative, analytical and problem-solving skills, and dedicated to maintaining high quality standards. Seeking a competitive and challenging environment where my talents, skills and knowledge can aid in the growth and expansion of the organization as well as the establishment of a gratifying and fruitful career.

WORK EXPERIENCE

July 2021 - October 2024

Accounts In-Charge

Oriental Commercial and Shipping Company (Dammam, Saudi Arabia)

- Analyze accounting data and prepare financial statements.
- Monitoring the daily operations of the accounts department.
- Supervise the employees of the accounts department
- Prepare and analyze agency statement.
- Monitoring shipping, sales, and logistic operations accounts.
- Cash management.
- Coordinate the external audits.
- Ensuring compliance with regulations.

April 2013 - October 2017

Senior Accountant

Adwan Marketing Company (Riyadh, Saudi Arabia)

- Reconciling and maintaining accounts.
- Manage accounts payable and accounts receivable, analysis, generating reports, and tracking payments.
- Assisting with the preparation and coordination of the audit process.
- Prepare letters of guarantee and letters of credit, and keep following up.
- Manage asset acquisition, depreciation, and reporting.
- Lead the annual inventory and reporting.

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WORK EXPERIENCE

January 2009 - December 2010

Sales Representative

Cigalah Group (Dammam, Saudi Arabia)

- Promoting strong relationships with potential and existing clients
- Pursuing customs clearance procedures of importation and registration
- Following up on purchase orders and coordinating delivery plans
- Analyzing sales statements and payments
- Preparing claims for due payments
- Serves customers by selling products and meeting customer needs.
- Prepare the Monthly Reports of Sales Department.
- Collecting payments whether in cash or credit.
- Communicate with customers and answering customer questions.

SOCPA TRAINING COURSES

- Course in Zakat and Taxes (11 Jun 2022 - 22 Jun 2022)
- Course in Financial Accounting (30 Apr 2022 - 01 Jun 2022)
- Course in Auditing (17 Oct 2021 - 04 Nov 2021)

COURSES

- Comprehensive English course | Michigan State University, United States (2011 - 2012).

REFERENCES:

Adequate references will be provided on demand.

I hereby state that above information furnished by me is true to the best of my knowledge and belief.

PERSONAL SKILLS

Communication Skills
Teamwork & Leadership
Time Management
Microsoft Office
Data Analysis
Problem Solving
Quick Learner
Relationship Management
Strategic Planning

OTHER SKILLS

- Knowledge of International Financial Reporting Standards (IFRS).
- Awareness of economic concepts and principles.