

ALANOUD ALAMRI

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Motivated and detail-oriented accounting fresh graduate seeking a full-time role in accounting, tax, or financial operations within a forward-thinking organization. Eager to apply strong analytical and technical skills, quick learning ability, and academic background to contribute effectively to organizational goals.

EDUCATION

Bachelor of Business Administration Accounting | Princess Nourah Bint Abdulrahman University

2021 - 2025

WORK EXPERIENCE

Parsons Corporation | COOP Accounting Intern

Jan 2025 - May 2025

- Assisted in the preparation and filing of Zakat and tax returns in compliance with Saudi tax regulations.
- Conducted research on tax laws and Zakat guidelines to ensure regulatory compliance.
- Supported financial reconciliation processes and AP adjustments.
- Performed bookkeeping tasks including transaction recording and general ledger updates.
- Classified VAT invoices as standard, zero-rated, exempt, or out of scope.
- Assisted in reconciling tax accounts and preparing audit documentation.
- Supported management with tax-related reports and responses to queries.
- Maintained and organized employee records in Excel to support GOSI-related processes, including salary tracking, employee status updates, and data preparation for social insurance submissions.

Al Jazira Assets Operation and Maintenance Company | Accounting Intern

2022 - 2023

- Prepared and submitted regular Zakat reports.
- Managed all incoming and outgoing company email correspondence.
- Created and maintained a comprehensive file database using Microsoft Office tools.

CERTIFICATIONS & COURSES

- [STEP Test - Score: 96 \(2021\)](#)
- Computerized Accounting Applications - (2024)
- [Xero Advisor Certificate - Xero Program \(2024\)](#)
- [EABA Camp - Egrar Academy \(2024\)](#)
- Basics of Accounting with Excel - Edrak (2023)
- Basics of Value-Added Tax (VAT) - Edrak (2023)
- Introduction to Accounting - Edrak (2023)
- Introduction to Financial Management - Edrak (2023)
- Personal Skills for the Labor Market - Future Seekers Initiative, Ministry of Human Resources (2023)

SKILLS

- Tax Compliance (Zakat, VAT, Withholding Tax)
- Bookkeeping & Financial Reconciliation
- Microsoft Excel (Advanced)
- Accounting Software: Xero, SAP, Oracle
- Audit Support & Documentation
- AP Adjustments
- Tax Research & Regulatory Compliance
- POS Data Analysis & Automation