

Rahaf Mohammed Almutairi

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CAREER OBJECTIVE

A motivated and detail-oriented individual with hands-on experience in inventory management, accounting, and external auditing. Seeking an opportunity to contribute to the growth and success of a dynamic organization while applying my knowledge and skills in accounting and financial management.

EDUCATION

Diploma in Accounting - College of Technology, Technical and Vocational Training Corporation (TVTC) - Graduation Year: 2022

Registered with the Saudi Organization for Certified Public Accountants

WORK EXPERIENCE

Inventory Controller (Training) - King Fahd Medical City (January 2022 – May 2022)

- Monitored item movements in the warehouse.
- Entered and updated data in the inventory management system.
- Prepared reports on inventory status and discrepancies.
- Conducted periodic stocktaking and reconciled quantities.
- Coordinated with other departments to fulfill their material needs.

Accountant – Tamheer Program - King Fahd Medical City (August 2022 – January 2023)

- Monitored procurement orders and financial claims.
- Managed payment processes for healthcare fees.
- Verified invoices and reconciled discrepancies.
- Recorded financial transactions and maintained accounting records.
- Prepared reports on financial variations (surplus or deficit).

Sales - SMSA Express (January 2023 – October 2023)

- Handled customer inquiries and provided product and service information.
- Built strong relationships with clients to ensure repeat business.
- Identified sales opportunities and upsold additional services.
- Processed orders and tracked shipments to ensure timely delivery.
- Collaborated with the marketing team to enhance promotional campaigns.

External Auditor - RSM Unified Accountants (October 2023 – March 2024)

- Reviewed financial statements for accuracy.
- Audited accounting records and documentation.
- Prepared field audit notes and reports.
- Evaluated internal control systems for efficiency.
- Assessed compliance with accounting standards and regulations.
- Discussed results with management and submitted final reports.

Accountant - Mohammad Al-Rashed Company (Marco) (March 2024 – Present)

- Entered VAT invoices for suppliers.
- Recorded payment reports in the system.
- Monitored supplier accounts to ensure balance alignment with invoices.
- Recorded petty cash expenses, reviewed, and approved.
- Recorded revenues and collections for projects.
- Managed prepaid payments according to financial policies.
- Managed payroll processing.

CERTIFICATIONS

- English Language – King Fahd Medical City (1 Month)
- Investment Developments in Financial Markets – Financial Academy (2 Hours)
- Administrative Coordination – Institute of Public Administration (2 Hours)

TECHNICAL SKILLS

- Accreditation Program
- Bain Program
- Keyware Program
- Microsoft Dynamics GP
- Microsoft Office Suite

PERSONAL SKILLS

- Leadership
- Teamwork
- Planning and Flexibility
- Ability to Work Under Pressure
- Adaptability to New Systems and Software

RECOMMENDATION LETTERS

- Recommendation from the Head of Inventory Control Department at King Fahd Medical City
- Recommendation from the Finance Department at King Fahd Medical City

LANGUAGE

- English : Good
- Arabic : Native