

# ABDULRAOUF SHALAYEL

## ACCOUNTANT

### PROFESSIONAL SUMMARY

Detail-oriented accountant with proven experience in financial reporting, procurement, and day-to-day accounting operations. Demonstrates a consistent record of maintaining accurate financial data, supporting cost control efforts, and contributing to smooth internal processes. Brings reliability, organizational skills, and a strong understanding of financial procedures gained through diverse project and company roles.

### CONTACT

Phone: +966 569 588 151

Email: abdalruof91@gmail.com

Location: Al Khobar, Saudi Arabia

Date of Birth: 12 December 1991

Nationality: Jordanian

Marital Status: Married

### WORK EXPERIENCE

#### Project Accountant & Purchasing

*Perfect shades construction co. – Al Khobar, Saudi Arabia*

##### May 2024 – Present

- Assisted in payroll processing and timesheet management.
- Managed the collection of rent and outstanding financial receivables.
- Performed bank reconciliations and recorded journal entries.
- Participated in internal auditing procedures by reviewing and verifying accounting records, invoices, and documentation.
- Served as Purchasing Officer, responsible for sourcing and procuring tools, materials, and supplies for ongoing projects.

#### Project Accountant & Purchasing

*Nabil A. Abu-Nhaya & Partners Co. – Al Khobar, Saudi Arabia*

##### Feb 2022 – Mar 2024

- Maintained accounting records and managed inventory levels.
- Led procurement operations, vendor selection, and material sourcing for site projects.
- Organized and filed invoices, expense records, and VAT documentation.
- Prepared monthly and annual financial reports.
- Performed bank reconciliations and recorded journal entries.
- Assisted in payroll processing and timesheet management.
- Supported budget preparation and ensured compliance with tax regulations.

### ACADEMIC HISTORY

#### Bachelor's Degree in Accounting

Faculty of Economics – Zarqa Private University, Jordan

Graduated: 2022

### LANGUAGES

- **Arabic: Native**
- **English: Lower-Intermediate**

### SKILLS

- **Financial Reporting**
- **Bank Reconciliation**
- **Payroll & Timesheet Support**
- **Budget Preparation Assistance**
- **Internal Controls Review**
- **VAT & Expense Documentation**
- **Procurement & Inventory Oversight**
- **Journal Entry Management**
- **MS Excel, QuickBooks, Odoo ERP system**
- **Accounts Payable/Receivable**