

# Mahdi Alessa *Accountant*

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📍 Saudi Arabia

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## Profile

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Accountant with 4 years of experience in performing all accounting activities as bank reconciliations, A/R, A/P and payroll, reviewing petty cash and helping chief accountant for all periodic financial statements, assist chief accountant for month quarter and years closing, assist chief to prepare account and finalizes of year end audit.

## Education

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|-----------------------|--|
| 05/2025               | <b>Bachelor's in Accounting</b>  |
| Dammam, Saudi Arabia  | <i>Technical and Vocational Training Corporation/College of Technology, Dammam</i> |
| 08/2020               | <b>Diploma in Accounting</b>   |
| Al ahsa, Saudi Arabia | <i>Technical and Vocational Training Corporation/College of Technology, AlHasa</i> |

## Professional Experience

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|-------------------------|--|
| 09/2022 – present       | <b>Technician General Accountant</b>   |
| Dammam, Saudi Arabia    | <i>Alsalmi Co Ltd Trading, Investment &amp; Real Estate Development</i> ☑ <ul style="list-style-type: none"><li>• Responsible of VAT report &amp; Zakat &amp; Tax Authority- comparing with system booking.</li><li>• Prepare requests of payment.</li><li>• Encode A/P &amp; A/R</li><li>• Review and processing payroll.</li><li>• Encode employee settlements.</li><li>• Prepare bank reconciliation &amp; Bank Transfer forms/WPS</li><li>• prepare Accruals &amp; monthly excel sheet report.</li><li>• Encode daily transaction.</li></ul> |
| 05/2022 – 09/2022       | <b>Branch Accountant</b>   |
| Al Jubail, Saudi Arabia | <i>National Marketing Est. Company (NAMAT)</i> ☑ <ul style="list-style-type: none"><li>• Prepare daily sales / Discounting reports &amp; Sales analysis to Branch Manager</li><li>• Prepare accruals and projected for sales report.</li><li>• Review and encode final settlements &amp; Payroll.</li><li>• Review &amp; Encode Branch Petty Cash.</li><li>• Encode various expenses</li></ul>   |
| 04/2021 – 05/2022       | <b>Accountant</b>  |
| Dammam, Saudi Arabia    | <i>Jadawell Water Factory Company (Pure Aqua)</i> ☑ <ul style="list-style-type: none"><li>• Encode sales invoices.</li><li>• Encode petty cash and payments.</li><li>• Conduct daily sales audit.</li></ul>  |

## Skills

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|---|-----------------------------------|
| ▪ Microsoft Office: Word, PowerPoint and Excel. | ▪ Odoo & Microsoft Dynamics ERP.  |
| ▪ QuickBooks Accounting Program.                | ▪ Almotakamel Accounting Program. |
| ▪ Time Management.                              | ▪ Communication.                  |
| ▪ Quick learner                                 | ▪ Teamwork                        |

## Certificates / Courses

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- Certificate in International Financial Reporting (IFRS) [↗](#)
- Financial Analysis Basics [↗](#)
- Principles of Financial Accounting - Accounting Framework [↗](#)
- SOCPA Membership
- Preparatory Program for VAT Specialist Exam [↗](#)
- Principles of Financial Accounting - Accounting Cycle [↗](#)
- Principles of Financial Accounting - Adjustments Entries and Financial Statements Preparation [↗](#)

## Languages

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- Arabic
- English