

AWWAD AL-ENAZI

ACCOUNTING/BUSINESS ADMINISTRATION

CONTACT

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SKILLS

- Planning skills
- Analytical and problem solving skills
- Leadership skills
- Strong written and oral communication
- Team player
- Active learning
- Time management
- Proficiency with Microsoft Office Suite
- Flexibility/Adaptability
- Mathematical and deductive reasoning

EDUCATION

Business Administration Bachelor's degree

Saudi Electronic University

Graduated 2024

Bachelor's degree in Business Administration
Graduated with Second-Class Honors
GPA: 3.45 /4

Diploma of Accounting

Institute of Public Administration

Graduated 2019

Diploma Degree in Accounting
GPA: 3.91 /5

LANGUAGES

- Arabic (Native Speaker)
- English (Excellent)

REFERENCES AVAILABLE UPON REQUEST

OBJECTIVE

Dedicated Accounting graduate and Bachelor's in Business Administration with second-class honors. Seeking opportunities to apply strong time management, problem-solving, and project management skills in innovative organizations, with a focus on enhancing Accounting and management capabilities and achieving excellence.

PROFESSIONAL EXPERIENCE

General Account Technician

Webuild S.P.A

2021-Present

- Prepare monthly, quarterly, and annual financial reports, ensuring accuracy and compliance with international accounting standards.
- Participate in developing annual budgets and monitor financial performance against the planned budget.
- Analyse costs and ensure alignment with cost objectives, proposing cost-saving measures when necessary.
- Utilise financial and accounting systems (such as SAP or Oracle) to ensure data accuracy.

Administrator

Rentokil Initial

2019-2021

- Leading and organising daily administrative operations, including supervising a team of administrative staff to ensure smooth and efficient workflow.
- Supervising special administrative projects from planning to execution, ensuring goal achievement within specified timelines and budgets.
- Overseeing warehouse operations, including inventory management and coordination with suppliers for timely deliveries.
- Implementing initiatives to improve administrative operations and developing procedures and policies to ensure efficiency and compliance.
- Overseeing fixed asset management and ensuring accurate and updated records.
- Acting as a liaison between different departments to facilitate effective communication and collaboration.

CO-OP Trainee

Security Forces Hospital

2019-2019

- Assisted in managing and processing suppliers' documentation to ensure accuracy and compliance.
- Received comprehensive training on Oracle systems for efficient data entry and extraction.
- Oversaw and documented transactions related to water and electricity, ensuring accurate record-keeping and timely reporting.

CERTIFICATIONS

- Socpa membership certificate
- International Accounting Standards in the Public Sector - Part 1/2
- Principles of Financial Accounting - Adjustments Entries and Financial Statements Preparation
- Principles of Financial Accounting - Accounting Framework & Cycle
- Fundamentals of Management
- Fundamentals of Electronic Retail and Supply Chain
- Self & Risk Management
- Cyber Security
- IT in the Workplace - Master Microsoft Office
- Teamwork Skills