

ABDULRAHMAN FALEH ALHARBI

Riyadh, Saudi Arabia

a.f.h.11@hotmail.com

0501278899

OBJECTIVE

Joining a professional work environment that enables me to develop my scientific and practical skills, achieve my goals and contribute to the development of the employer in which I Will work.

EDUCATION

Bachelor's Degree in Finance and investment
Imam Mohammed bin Saud Islamic university 2024

EXPERIENCES

Financial Accountant - Ghasiq For operation and maintenance

Jan 2025 - Present

- Prepare the journal entries.
- Prepare bank reconciliation.
- Verify, allocate, post, and reconcile accounts receivable.
- Collections are deposited and reviewed daily.
- Prepare any other task assigned by the chief accountants.

Salah Al-Ghofais Real Estate Appraisal Company (COOP)

3 months

- I assisted in analysing financial data.
I contributed to the preparation of appraisal reports by organizing and analysing aggregated data.
- I also supported the team in administrative tasks, including file organization, document management, and database maintenance.

MED MEANS TRADING

2021 - 2022

- Correspondence with banks for bank guarantees, loans, and letters of credit.
- Managing customer and supplier accounts.
- Reviewing bank statements and making necessary adjustments.

ACTIVITIES

Have an ambition to progress the career right to top by building strong relationship quickly inside and outside the organization. Managing updates to key stakeholders, bringing innovate ideas to the tables and protecting management from wide range of internal and external threats.

Skills

- Managing and recording financial transactions
- Maintain financial documents and records
- Preparing and sending invoices
- Time management
- Compiling financial statements for the end of the year
- Understanding of financial terms and concepts.
- Teamwork
- Proficiency in using MS Office

Languages

- Arabic
- English