

Muhannad Ali Alasmri

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City: Riyadh

CAREER OBJECTIVE

A motivated and detail-oriented accounting professional seeking a challenging position in financial management, accounting, or payroll. Aiming to utilize my expertise in financial accounting, payroll processing, invoice management, and data analysis to contribute to the organization's efficiency and accuracy, while continuously developing my professional skills and supporting the achievement of strategic business goals.

EDUCATION

Diploma in Accounting

- Technical College, Riyadh | Graduation: 2024

WORK EXPERIENCE

Accountant – ENJAZCO | August 2025 – Present

- Prepared financial reports.
- Reviewed and verified invoices for accuracy.
- Managed daily journal entries and reconciliations.

Followed up on payments, reconciliations, and audits.

Accountant (Project) – Shalfa Group, Riyadh | April 2024 – September 2025

- Processed invoices, prepared financial statements, and handled project budgets.
- Managed accounting operations for the main building project of the National Water Company.
- Monitored financial settlements, fixed assets, building valuations, payment orders, and payroll preparation.

Payroll Trainee – King Salman Hospital, Riyadh | 3-Month Internship

- Issued payroll payment orders.
- Assisted in payroll preparation and employee compensation processing.
- Recorded employee data on Excel, monitored payroll discrepancies, contracts, and deductions for absence or lateness.

COURSES

- Data Analysis
- Excel Training
- Communication and Dialogue Skills
- Basics of Computer and Network Protection
- Distinguished Accountants Program (DAP)
- Financial Performance Management (Hadaf)
- Finance for Non-Financial Professionals (Hadaf)

SKILLS

- Bookkeeping
- Invoice processing
- Payroll preparation
- Financial accounting
- Financial reconciliations
- Accounting software usage
- Monitoring key performance indicators (KPIs)

TECHNICAL SKILLS

- Excel
- Word
- PowerPoint

LANGUAGES

- Arabic: Native language
- English: Very Good