

Abdullah Mohayya Abdullah Al-Mutairi

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 Riyadh, Saudi Arabia

OBJECTIVE

I aim to build a successful career in accounting by applying the theoretical knowledge gained during my studies and practical experiences. I aspire to join an outstanding team in a leading institution where I can further develop my skills in financial data analysis, financial reporting, and audit. As a seasoned accountant, I strive to support strategic decision-making through accurate financial analysis and reliable financial guidance, contributing to the institution's success and achievement of its strategic goals.

EDUCATION

Majmaah University

Bachelor of Business Administration - Accounting

Graduation Year: 2018

EXPERIENCE

Hamad Abdullah Al Essa & Sons Company

Accountant | June 4, 2023 - Present

- Preparation of monthly and annual financial statements.
- Analysis and review of accounts to ensure financial data accuracy.
- Monitoring cash flows and management of fixed assets.

Muzoon Real Estate Development Company

Accountant | July 3, 2022 - June 1, 2023

- Tracking invoices, payments, and managing the payment cycle.
- Assisting in payroll preparation and reviewing payroll taxes.
- Implementation and documentation of accounting policies and internal procedures.

Management & Development Company for Human Resources

Accountant | November 16, 2021 - June 2, 2022

- Preparation of financial reports and budget forecasts.
- Review and analysis of production or operational costs.

Hungerstation Limited Company

Accountant | July 4, 2021 - August 11, 2021

- Providing financial reports and analysis to support management decisions.
- Preparation and submission of tax returns and other tax obligations.

SKILLS

- Financial knowledge.
- Accuracy and attention to detail.
- Financial analysis.
- Financial management.
- Effective communication.
- Time management.
- Teamwork.
- Commitment and responsibility.

COURSES

- Coping with Work Pressure Program | 3 Training Hours | Social Insurance Management, Riyadh Branch | 6/6/1442H.
- Accounting Technician Qualification Course | 72 Training Hours | King Khalid University | 11/27/2022 to 01/02/2023.
- Value Added Tax (VAT) | 10 Training Hours | Two days | 21/6/2022.
- Member Certificate | Saudi Organization for Auditors and Accountants.
- Zakat and Tax Accounting Program | 60 Training Hours | 7/15/2018 - 7/26/2018.

LANGUAGES

- Arabic - English.

Id Number: **1081496034**

Membership No: **71187**

رقم الهوية **١٠٨١٤٩٦٠٣٤**

رقم العضوية **٧١١٨٧**

This is to certified that

Abdullah Muhayya Abdullah Almutairi

is an active Associate member of SOCPA.

effective from the date 24/12/2020 and the validity of this certificate shall expire on 10/02/2026

تشهد الهيئة السعودية للمراجعين والمحاسبين بان

عبدالله محياء بن عبدالله المطيري

أحد الأعضاء المنتسبين في الهيئة

إعتباراً من تاريخ 24/12/2020 وينتهي سريان هذه الشهادة في تاريخ 10/02/2026



الرئيس التنفيذي



د أحمد بن عبدالله المغامس