



EXPERIENCED ACCOUNTANT SKILLED IN ACCOUNTING DEVELOPMENT, INVOICE AND PAYMENT ENTRY, JOURNAL ENTRIES, VAT PREPARATION, AND A COMPREHENSIVE UNDERSTANDING OF THE ACCOUNTING CYCLE.

Diploma in Accounting | 2022
Technical and Vocational Training Corporation

Certifications:

- Professional Membership Certificate (SOCPA)
- 72-hour Accounting Technician Certificate (King Khalid University)

Skills:

- Computer Proficiency
- Microsoft Office
- Data analysis
- Self-learning
- Ability to work both independently and as part of a team
- Adaptability
- Time Management
- Initiative
- Flexibility
- Problem-Solving

Accounting systems:

- الميزان
- ASA
- Smacc
- ERP

Languages:

Arabic: Native

English: Good

Experiences

Accounting specialist

ARCO RECRUITMENT COMPANY May 2024 until now

- Performing all accounting tasks.
- Processing employee payroll.
- Disbursing employee entitlements, such as leave payments or final settlements.
- Confirming account balances with clients.
- Issuing debit and credit memos to clients.
- Recording journal entries.
- Conducting bank reconciliations.

General Accountant

Adex Contracting, Operation & Maintenance Company | Mar 2022 - Mar 2024

- Managed complex accounting records, including general ledger, accounts receivable, and accounts payable.
- Prepared monthly bank reconciliations and investigated discrepancies.
- Conducted annual physical inventory counts and prepared related reports.
- VAT Compliance: Prepared and filed Value Added Tax (VAT) returns.
- Bank Reconciliation: Prepared monthly bank reconciliations and investigated payments.
- Year-End Closing: Completed the year-end closing process.
- Inventory Management: Conducted annual inventory counts and prepared related reports.

Audit

Auditt Assistance | Rashid Al-Ghamdi Accounting and Auditing | Sep 2021 - Dec 2021

- Provided support to audit teams in various audit engagements