

# AREEB ALOTAIBI

## ACCOUNTING

---

### Contact Info

+966553201565

Areebkhaled24@gmail.com

<http://linkedin.com/in/areeb-alotaibi-b62023216>

Riyadh , Saudi Arabia

### Career Objective

The Services Accountant has in-depth knowledge of recording and maintaining invoices, accomplished setting policy for the company's services department and performing comprehensive financial analysis including financial statement analysis and ratio analysis to evaluate the company's financial performance. I am looking for a challenging position where I can utilize my knowledge of accounting principles, financial analysis, and tax regulations while working in a professional environment.

### Experience

#### Accountant Services

##### Boudl Company | May 2023

- Managing tax invoices by entering them into the Systems Applications and Products program (SAP).
- Handling Value Added Tax (VAT) matters including submitting monthly reports to payments departments and banks for regulatory compliance.
- Review collection receipts and approval receipts and document them accurately for financial recordkeeping and auditing purposes.

##### BoudlCompany | October -2022

###### Tamheer - Warehouse Accountant

- Audit and review quantities of items for branch warehouse.
- Inventory management and Recording item details in the SAP program.

##### Sanabel Al Salam

###### Purchasing Department - Supplier Invoices and Recording Them in SAP

### Language

- English
- Arabic

---

### EDUCATION

Accounting- King Saud University

Diploma-2022

GPA: 4.22 of 5

### Courses and Certificates

- Distinguished Accountants Program.  
Egrar company
- The relationship Between Excel and Accounting.
- The Difference Between Value Added Tax and sales tax .
- Sales Accounting and Accounting Tools.  
Saudi Electronic university

---

### Volunteering

Saudi ADHD Society Kingdom Of Saudi Arabia

### Skills

- Financial Accounting
  - Financial Analysis
  - Account Reconciliation
  - Auditing Budgeting
  - Tax Preparation
  - Tax ( VAT)
  - Withholding tax
  - Income tax
  - Excel Microsoft Office
  - Data Analysis
  - Operational Costs Analysis
  - Problem Solving
  - Leadership
  - Organization
  - Communication
-