

Salem Saleh Abdou

📍 SAUDI ARABIA - KHOBAR | 📞 054 700 4670 | ✉️ Accsale9@gmail.com

Brief Summary

- I am presenting this resume to gain great experience and full-time job considering my work experience background and my skills

Education

FACULTY OF COMMERCE | CAIRO UNIVERSITY:

- Bachelor of Commerce - Accounting Division- Cairo University.

VAN HOLLAND UNIVERSITY:

- Diploma Computerized Accounting - VAN Holland University.

SAUDI ORGANIZATION OF CHARTED AND PROFESSIONAL ACCOUNTANTS:

- A VAT Specialist Certificate - SOCPA

Experience

KHOBAR | TAHATEN HOLDING COMPANY FOR HEAVY EQUIPMENT RENTAL 09/2025 – PRESENT

Preparing tax invoices for customers, and monitoring equipment operations and accurately recording operators' working hours on a monthly basis.

Receiving supplier invoices via email or through supplier representatives, and performing detailed reconciliations of supplier balances.

Preparing monthly payroll for employees and operators, including calculating overtime hours.

Monitoring and recording petty cash transactions in accordance with approved financial procedures.

Managing email communication, including sending, receiving, and organizing official correspondence.

YANBU | EMAD OLFAT PASTRY FACTORY | 03/-2022 – 04/2025

- General Accountant
- Follow up on monthly, quarterly and annual sales.
- Follow up with suppliers and customers
- Preparing the monthly salaries, incentives and bonuses file
- Prepare the quarterly VAT file

YANBU | BAYAN AL-GAGER CO. | 03/2019 - 09/2021

- General Accountant
- Recording daily entries in accounting transactions
- Responsible for fund expenses and documentation of payments
- Recording restrictions related to both suppliers and customers and maintaining documents
- Preparing reconciliations with reconciling the bank statement

JEDDAH | HASSAN BALUBAID TRADING EST. | 06/2014 - 07/2018

- General Accountant
- Treasure
- Follow up on representatives, sales, and collections, and prepare monthly reports

Skills & Abilities

- **Personal Skills:** Problem solving, Communication skills, Team Work, Self-education, Management Skills.
- **Technical Skills:** Microsoft Office, , negotiation skills, pre-intermediate English.