

# Suliman Althuwaykh

## Accountant

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### SUMMARY

Highly motivated and detail-oriented Accountant with over 2.5 years of hands-on experience in financial operations, payroll processing, tax compliance, and vendor management. Proven ability to handle high-volume transactions with 100% accuracy and meet tight deadlines under pressure. Proficient in financial reporting, advanced Excel, and accounting software, with strong analytical and problem-solving skills. A reliable team player with a commitment to efficiency, accuracy, and continuous improvement.

### EDUCATION

MU, Bachelor's Degree in Accountant

Graduation Year: 2023

### WORK EXPERIENCE

#### MARCO Company – Riyadh, Saudi Arabia

Accountant

Jun 2024 - Now

- Verifying over 500 financial transactions monthly to ensure accurate allocation, posting, and reconciliation with 100% accuracy.
- Reviewing and auditing daily financial documents to ensure compliance with accounting standards.
- Preparing monthly financial reports and submitting them to management with a 100% on-time delivery rate.
- Processing monthly payroll for over 4,000 employees, including reviewing advances, deductions, and allowances to ensure accurate and timely payments.
- Recording daily bank transactions and reconciling them with monthly bank statements to maintain 100% accuracy.
- Entering and processing over 300 vendor invoices per month, ensuring alignment with purchase orders and contractual agreements.
- Executing end-of-service and leave settlements for over 200 employees annually in compliance with labor regulations and internal policies.
- Reviewing and closing petty cash expenses on a weekly basis with 100% supporting documentation.

#### NMKCO Company – Riyadh, Saudi Arabia

Accountant

1 Year and 4 Months

- Reconciled and posted over 150 financial transactions monthly in accordance with accounting policies, maintaining a 100% accuracy rate.
- Entered invoices into the accounting system within 24 hours of receipt, achieving full alignment with contracts and purchase orders.
- Prepared end-of-service and leave settlements for company employees within a maximum of two business days from the request date.
- Prepared and submitted monthly tax returns accurately and within the deadline set by the Zakat, Tax and Customs Authority, maintaining a 100% compliance rate.

#### Ministry of Education – Riyadh, Saudi Arabia

Co-op training

3 Months

- Received and reviewed employee-related financial transactions, including payroll, entitlements, and end-of-service benefits, prior to forwarding them to the relevant department.
- Verified the accuracy of financial data (amounts, dates, and line items) and ensured compliance with internal policies and contractual terms.
- Assisted in the preparation of official letters and financial reports related to employee rights and daily financial operations.
- Supported the management and tracking of school petty cash, including recording expenditures, maintaining invoices, and reviewing alignment with the allocated budget.
- Prepared initial periodic reports on school petty cash activity and expenditures, and submitted them to financial supervisors for review.

### Other

#### Courses:

- Skills of Using Power BI – 40 Hours – Al Yamamah University.
- Microsoft Excel – 6 Hours – Doroob.
- Introduction in the information Technology – 3 Hours – Doroob.

#### Hard Skills:

- Financial Data Entry.
- Preparing Tax Returns.
- Financial Auditing.
- Advanced Excel Skills.
- Accounting Software Proficiency.

#### Soft Skills:

- Problem-solving.
- Teamwork.
- Adaptability.
- Time Management.
- Self-Learning and Continuous Development.

### LANGUAGES

- Arabic
- English