

ABDULKARIM NABIL JABR ACCOUNTANT

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📍 Riyadh, Saudi Arabia

OBJECTIVES

I have multiple professional skills to manage different tasks in the field of accounting and management, seeking a position where I can provide the best results and improve processes and implementing the best financial practices to enhance work efficiency in the company.

Education

2023 Bachelor's degree in Accounting Imam Muhammad Bin Saud Islamic University

TRAINING AND COURSES

Distinguished Accountants Program (A qualifying program for the labor market) For 120 hours

Basic Accounting Workshop - business language platform For 5 days training 2023

The most important functions in a program Excel - 2023

basics cost accounting workshop - business language platform For 3 days training 2023

Skills

- * Computer proficiency, Microsoft Office programs.
- * Proficient in accounting software (Tally).
- * ability to quickly discover and fix accounting errors.
- * Attention to detail.
- * Recording journal entries, invoices, and expenses.
- * preparing financial reports.
- * Good communication skills with the team and clients on financial matters.
- * Fast learning.

Professional Experience

2023/12 – 2024/06 **Accountant in a Al-Sakb Arabian Company**

- Work on issuing sales invoices
- Working on the Tally accounting program
- Entering invoices for expenses and purchases into the system
- Working to settle the covenant for employees
- Work on reconciling account statements

2023/09 – 2023/12 **Accountant in Al Fayez Contracting Est**

- Recording financial transactions in journal entries and ensuring correct posting to the ledger revenues, accrued
- Review and record the current period's expenses and revenues due and paid in advance
- Review documents and invoices received by the Accounts Department and ensure their accuracy and complete signatures
- working to settle the covenant for employees
- Recording entitlement entries and payment of salaries
- Follow up bank accounts, review settlement statements, and reconcile the balance on a monthly basis