

Tamim Al-Fayez

CAREER OBJECTIVE

An accountant with one year experience, aiming to expand practical, knowledge, develop professionally, and add value by supporting the organization to reaching its ambitions.

CONTACT

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PROFESSIONAL EXPERIENCE

ACCOUNTANT (AL-ENJAZ COMPANY)

Sep 2025–Currently

- I handle payroll operations for more than 3,000 employees, ensuring accuracy and compliance.
- Managing end-of-service benefit cases from initiation through final settlement in line with labor regulations.
- Administration and reconciliation of employee leave balances and related entitlements.
- Comprehensive knowledge and full understanding of government platforms, and their related processes and requirements.

ACCOUNTANT (SAMAH CONTRACTING COMPANY)

Jan 2025–2025 Aug

- Acted as the second in command in accounting, handling all scenarios and gaining extensive expertise in this role.
- Maintained and posted daily journal entries to ensure accurate financial records.
- Responsible for 6 projects simultaneously
- Executed payroll processing and verified employee compensation data.
- Supported month-end closing by reviewing balances and resolving discrepancies.

OPERATIONS MANAGER (RSHAF COMPANY)

Jul 2024–2024 NOV

- Supervised daily operations and quality standards across seven branch locations.
- Ensured uniform service delivery, product quality, and customer experience across all sites.
- Led staff management activities, including hiring support, training, and performance oversight.
- Implemented operational policies and procedures to enhance efficiency and consistency.
- Monitored branch performance and resolved operational issues to maintain high standards.

QUALITY SUPERVISOR (RSHAF COMPANY)

Jan 2024–2024 Jun

- Oversaw quality standards across seven branches to ensure consistency in products and services.
- Conducted regular audits and inspections to maintain compliance with operational procedures and quality benchmarks.

EDUCATION

TECHNICAL AND VOCATIONAL TRAINING CORPORATION

Mar 2023–2024 Dec

Diploma in accounting

GPA4.88\5

PROJECTS

FINANCIAL STATEMENT PREPARATION PROJECT

Oct 2024

Applied accounting principles to ensure accuracy and compliance, prepared financial statements, and demonstrated strong analytical and problem-solving skills with high attention to detail.

COURSES AND CERTIFICATE

CERTIFICATE OF ASSOCIATE MEMBERSHIP (SOCPA)

Aug 2025

Registered Member in good standing.

OBJECTIVES AND KEY RESULTS (OKRFC)

Nov 2025

Learned how to set clear measurable goals and align team efforts toward achieving key business results.

PREPARING ECONOMIC FEASIBILITY STUDIES

Sep 2024

Learned to conduct cost-benefit analysis, market research, and risk assessment to support strategic decision-making

GENERAL SKILLS

- EFFECTIVE COMMUNICATION
- ORGANIZATION
- TEAMWORK
- PROBLEM-SOLVING
- KNOWLEDGE OF (ERP, EXCEL, POWER BI)
- ANALYZE DATA
- ACCOUNT RECONCILIATION
- PAYROLL PREPARATION

LANGUAGE

• ARABIC Native

• ENGLISH For work purposes