

Saleh Alshaikh

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Saudi Arabia

SUMMARY

As an Accounting graduate from Saudi Electronic University, I am eager to apply my academic knowledge and practical experience to contribute effectively in accounting and administrative roles. With professional experience in both administrative support and accounting, I bring strong organizational, analytical, and problem-solving skills, along with proficiency in Microsoft Office and accounting principles.

EXPERIENCE

Fatairji Contracting Company | Saudi Arabia

Accountant | Nov 2024 – Present

- Prepare and review financial statements, ensuring accuracy and compliance with regulations.
- Manage accounts payable and receivable processes.
- Maintain accurate records of financial transactions.

Administrative Assistant | Jul 2021 – Nov 2024

- Assisted in day-to-day office operations and administrative tasks.
- Managed documentation, filing, and correspondence.
- Supported accounting department with data entry and basic financial reporting.

EDUCATION

Saudi Electronic University | Saudi Arabia

Bachelor's Degree in Accounting | 2021 – 2025

- Gained in-depth knowledge of accounting principles, financial reporting, and auditing.
- Developed skills in cost accounting, taxation, and budgeting.
- Proficient in using accounting software and Microsoft Excel for financial analysis.

OTHER

- Certifications & Courses:

- o Introduction to Accounting Principles
- o Financial Analysis and Reporting
- o Cost and Management Accounting
- o VAT & Taxation in Saudi Arabia
- o Advanced Microsoft Excel for Accounting
- o Microsoft Office Specialist (MOS)

- **Technical Skills:**

- o Accounting & Financial Reporting
- o Budgeting & Cost Control
- o Microsoft Office (Excel, Word, PowerPoint)
- o Accounting Software (SAP , AUDO)
- o Data Analysis

- **Soft Skills:**

- o Analytical Thinking
- o Problem-Solving
- o Communication Skills
- o Time Management
- o Teamwork & Collaboration
- o Attention to Detail

- **Languages:**Arabic, English