

Saleh Alshaikh

Accountant

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 Jeddah Saudi Arabia

SUMMARY

Accounting professional with 2+ years of direct accounting experience and over 5 years of combined experience in accounting and administrative roles. Skilled in Accounts Payable, vendor payments, bank reconciliations, and financial operations. Proven ability to reduce errors, improve processes, and handle multiple tasks efficiently. Experienced in Letters of Credit (LC) and Letters of Guarantee (LG).

EXPERIENCE

Accountant

Fatayerji Contracting Company | Saudi Arabia | Nov 2024 – Present

- Manage Accounts Payable (AP), invoice processing and validation
- Execute vendor payments and bank transfers
- Perform bank reconciliations and resolve discrepancies
- Handle supplier reconciliations and balances
- Support month-end closing
- Process Letters of Credit (LC) and Letters of Guarantee (LG)
- Reduced errors and improved efficiency

Administrative Assistant

Fatayerji Contracting Company | Jul 2021 – Nov 2024

- Assisted in daily administrative operations
- Managed documentation, filing, and correspondence
- Supported accounting tasks and reporting
- Improved internal processes

EDUCATION

Saudi Electronic University | Saudi Arabia

Bachelor's degree in accounting | 2021 – 2025

OTHER

• Technical Skills:

- Accounts Payable
- Vendor Payments
- Bank Reconciliation
- Financial Reporting,
- LC
- LG
- Microsoft Excel
- SAP

• Soft Skills:

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

LANGUAGES

- Arabic
- English (Professional Working Proficiency)