ABDOLMONEM ABDUALLAH MOHAMMED ALMUHAYSIN

**OBJECTIVE:**

Seeking employment in an organization that would allow the implementation of academic and practical knowledge with dedication enabling growth in both occupational and personal aspect Also, utilizing my experience to support

the organization teamwork, productivity, working environment and quality.

**EDUCATION:**

**Diploma of Account**, *Technical College*. June 2013.

**WORK EXPERIENCE:**

**Tamimi Markets** **7 months**

Accountant

* Receiving the amounts and supplying them to the supervisor.
* Controlling the financial resources.

**AL Jazirah – Ford**   **10 years**

Accountant

* Organize and maintain financial records.
* Assist with budget preparation and analysis.
* Reconcile bank statements.
* Manage accounts receivable and accounts payable.
* Perform data entry tasks.
* Create and update spreadsheets.
* Assist with auditing processes.
* Provide administrative support as needed.
* Participate in organizing the annual inventory.

**ALZAMIL- PROJECT ARAMCO 2023 to present**

MATERIAL CONTROLLER

* Supervise and motivate the warehouse staff.
* coordination with all the department regarding of materials.
* Tracing incoming and outgoing materials.
* Making of PR ( Purchase Request ) and followup till RR (Request Receive ).
* Keeping documents proper record.
* Supervise loading and unloading of materials.
* maintain inventory.

**COURSES:**

* **Development of the English language training course**, 3 months, *Alkhalij Languages institute****.***
* **Development of the English language training course,** from level 2 to 7,*Wall Street English institute.*

**SKILLS:**

* Good with Computer skills
* Expert with English language
* Analytical Skills. Detail-oriented eye.
* Organized person.
* Critical Thinking.
* Interpersonal Communication.
* Adaptability.
* Time Management.
* Industry Knowledge.
* Spreadsheet Proficiency.
* Teamwork.
* Experience for work with programs Karje & keyloop & oracle.