



OBJECTIVE

Experienced and detail-oriented accountant with expertise in managing financial transactions, performing reconciliations, and preparing accurate financial reports. Proficient in maintaining general ledgers, analyzing financial statements, and ensuring the timely closing of books. Skilled in supporting internal and external audits. Seeking to leverage my accounting skills and attention to detail in an accounting role to contribute to the financial success and growth of the organization.

EDUCATION

Yanbu University Collage, Saudi Arabia

Bachelor's Degree in Accounting
Class 2018

Yanbu University Collage, Saudi Arabia

Associate Degree in Accounting & Financial
Management Technology
Class 2015

SKILLS

- Strong organizational and time management skills.
- Exceptional communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Detail-oriented and able to handle multiple tasks simultaneously.
- Experience in managing budgets and handling financial documents.
- Proficient in Microsoft office programs (Word, Excel, PowerPoint).
- SAP, or Systems Applications and Products.

COOP TRAINING

Saudi Geological Survey, Saudi Arabia

Financial Management | June to September 2015

PROFESSIONAL EXPERIENCE

General Ledger Accountant

Saudi Investment Group and Marketing Co. Ltd | 2021 - Present

- Record, Reconcile & maintain all financial transactions in the general ledger, ensuring they reflect the proper classification of all business activities (revenues, expenses, assets, liabilities, and equity).
- Analyze and present various financial reports, including profit-and-loss (P&L) statements, balance sheets, cash flow statements, and income statements.
- Perform reconciliations for accounts such as bank accounts, intercompany accounts.
- Ensure the timely and accurate closing of the books.
- Assist with internal and external audits by providing documentation and answer

Accountant

NAFA Enterprise Company. | August 2018 - 2021

- Provided financial administrative and clerical support by assisting with various financial tasks, including data entry, document management, filing, and general administrative duties related to finance and accounting functions.
- Managed payments and controlled expenses by processing payments to vendors, suppliers, and other stakeholders as part of the financial administrative support.
- Reconciled invoices and managed cash flow by ensuring accuracy through the reconciliation of invoices with purchase orders and receipts.
- Ensured compliance with financial regulations and provided financial advice to support informed decision-making.
- Preparing tax payments and tracking industry trends.