

Marwan Al-Matrafi

✉ marwanalmatrafi@gmail.com

☎ 0553715057

Profile

Detail-oriented and motivated accountant with a solid understanding of fundamental accounting principles and financial management practices. Proficient in preparing financial statements, managing accounts payable/receivable, and performing account reconciliations.

Education and Qualifications

2021/02 – 2024/08	Bachelor's degree, Accountant <i>Umm al Qura University, Makkah</i>
2024/09 – 2025/09	Professional Membership <i>Saudi Organization for Certified Public Accountants (SOCPA)</i>
2024/03 – 2024/05	Onyx ERP knowledge and skills <i>Ultimate Academy</i>

Professional Experience

2024/07 – 2024/08	Accountant Intern
Makkah, Saudi arabia	<i>Ministry of Education</i> Reconciling financial cases received from the accounts department. Register cases received from the accounts department. Manage all accounting transactions.

Technical Skills

• Microsoft Office	• Financial Reporting
• Bookkeeping	• Tax Preparation and Compliance
• Accounts Payable/Receivable Managment	• Data Entry and Accuracy

Soft Skills

• Team work	• Hard worker
• Problem solving	• Attention to detail
• Communication	• Analytical Thinking
• Team Collaboration	• Time Managment

Languages

• Arabic	• English
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