

Marwan Al-Matrafij

 marwanalmatrafij@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**
Umm al Qura University, Makkah

2024/09 – 2025/09 **Professional Membership**
Saudi Organization for Certified Public Accountants (SOCPA)

2024/03 – 2024/05 **Onyx ERP knowledge and skills**
Ultimate Academy

Professional Experience

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

Technical Skills

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

Soft Skills

- Team work
- Problem solving
- Communication
- Team Collaboration
- Hard worker
- Attention to detail
- Analytical Thinking
- Time Management

Languages

- Arabic
- English