

Amer Zaki Malki



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makkah

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SUMMARY

Experienced accountant specializing in inventory control, and fixed asset management. Strong expertise in journal entries, reconciliations, supplier invoices, and customer account management.

EDUCATION

Bachelor of Accounting

Umm Al-Qura University – 2018

EXPERIENCES

Inventory and Fixed Assets Accountant

Riffa Hotels Company

Makkah (24/7/2024- present)

- Recording inventory purchases.
- Monitored stock levels and conducted periodic counts.
- Evaluate and update the detailed schedule of fixed assets.

General Accountant

Ghandoura Industrial Group Ltd

Jeddah (August 2021 – May 2023)

- Recording the daily entries of disbursement, receipt and liquidation of the covenant.
- Matching customer balances and preparing a customer debts report And bank reconciliations.

Accountant – training

Future Vision Contracting

Makkah (December 2019– May 2020)

- Preparing daily entries for exchange and receipt vouchers

Accountant (Coop Training)

Makkah 2018 (2 months)

- Supported financial transactions and reconciliations

COURSES

- Financial accountant skills development course. 2024
- Distinguished Accountants Program 120 Training hour 2023
- Excel (Basic and Advanced Levels, 2019)
- English Levels 1, 2, and 3 (2019)
- Accounting Applications using SMACC (2018)

TECHNICAL SKILLS

- Microsoft Office Suite (Excel, Word, PowerPoint)
- Proficiency in SAP and Comsys.
- Bookkeeping.
- Accounting operations management

PERSONAL SKILLS

- Teamwork.
- Working Under Pressure.
- Knowledge of general business operations.
- Communication Skills.
- Problem-solving and time management.

LANGUAGES

- Arabic
- English