

Abdullah AlDuhami

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Summary

My name is Abdullah Sulaiman Al-duhami. I am an Accountant and VAT Specialist. I have a strong background in accounting and financial management. I hold a Diploma in Accounting from the Technical and Vocational Training Corporation, with an excellent GPA and honors.

Currently, I work as an Accounts Supervisor at a Specialized Medical Company. In this role, I handle closing entries, ledger posting, and reconciliation of company accounts with the bank. Prior to this, I worked as an Accountant at Rokn Loreet Restaurant and held leadership positions as a Crow Leader at Kudu Restaurant, Dale Burger Restaurant, and Chicken Grill Restaurant. I also gained experience in the maintenance department at the office of Awtan rent a car and worked at the center of Safa to combat smoking.

I have completed various courses to enhance my skills, including becoming a VAT Specialist. I have also undergone training in wow guest service, equipment and maintenance workshop, understanding the characters of Dr. Tariq Al-Habib, and compass for dealing with youth skills development.

In terms of skills, I am proficient in using computers and Microsoft Office. I am familiar with internet applications and demonstrate the ability to take responsibility and perform well under work pressure. I am fluent in both Arabic and English.

Skills

Financial Accounting | Account Reconciliation | Tax Accounting | Account Management |
Accounts Receivable (AR) | Accounts Payable (AP) | Microsoft Office | Year-End Accounting |
General Ledgers | Financial Statements | Financial Reporting | Auditing and data analysis

Experience

Specialized Medical Company , Riyadh
Accounts Supervisor , 11/2021-Present

- **Financial Management:** Supervise and coordinate the financial activities of the hospital, including accounts receivable, accounts payable, general ledger, payroll, and financial reporting.
- **Budgeting and Forecasting:** Assist in the preparation of the hospital's annual budget and provide financial forecasts to support decision-making processes.
- **Financial Reporting:** Prepare and analyze financial statements, reports, and other financial information for management, ensuring compliance with accounting principles and regulatory requirements.

- Internal Controls: Establish and maintain effective internal control procedures to safeguard hospital assets and ensure compliance with financial policies and procedures.
- Team Supervision: Provide guidance, direction, and support to the accounting team, including training and development, performance management, and workload allocation.
- Collaborative Relationships: Collaborate with other departments, such as finance, administration, and clinical departments, to address financial issues, provide financial guidance, and support strategic initiatives.
- Compliance: Stay updated on relevant accounting standards, regulations, and industry changes, ensuring compliance and recommending necessary actions.
- Ad hoc Analysis: Perform ad hoc financial analysis and reporting as required by management, supporting decision-making processes and strategic initiatives.

Rokn Loreet, unaizah
Accountant , 6/2021-10/2021

- Financial Record Management: Maintain accurate and up-to-date financial records, including accounts payable, accounts receivable, general ledger entries, and payroll.
- Financial Reporting: Prepare financial statements, reports, and analyses, ensuring accuracy and compliance with accounting principles and regulatory requirements.
- Inventory Management: Maintain inventory records, conduct periodic inventory audits, and reconcile inventory balances.

Education

Accounting , Graduation Year (1/2019-8/2020), Technical and Vocational Training Corporation , alrass

Licenses and certificates

Vat Specialist , Year (2023) , SOCPA , Riyadh

Courses

Auditing and data analysis , Year (2023), The Saudi Institute Of Internal Auditors , Online

Evaluating and analyzing financial performance ,Year (2023) , SOCPA , Riyadh

International Accounting Standards , Year (2023) , SOCPA , Online

Languages

Arabic / Native

English / profesional