


ADEL ALMURAYS

Personal Information

 +966556057033

 Adel.almurays@gmail.com

 14 Oct 1995

Languages

Arabic: Native

English: Intermediate

Skills

- MS Office
- Find solutions
- Socializing with People

Courses

- Effective communication with customers 2018 (Doroob Program)
- Customer Understanding 2018 (Doroob Program)

Objective

Work for an organization which provides me the opportunity to improve my skills and Knowledge to growth along with the organization objective .

Education

2017 - 2020 **Diploma in Accounting**
College of Technology

Experinece

Accountant

Saleh Sulaiman Alayed CO.

19 Jun 2020 – 18 Sep 2020

- Prepare month-end, Quarter-end.
- Handle intercompany invoices.
- Handle monthly payroll.
- Prepare journal entries and synthesize common ledger for subsidiary accounts.

General Accountant

Black Gunner Coffee CO.

01 Jan 2020 – 01 Apr 2021

- Prepare month -end, Quarter-end and Year-closing.
- Handle intercompany invoices.
- Handle monthly payroll.
- Prepare journal entries and synthesize common ledger for subsidiary accounts.
- Handle inventory check.

Accountant

Diva Financial Consulting Co.

01 Apr 2019 – 01 Sep 2019

- Prepare journal entries and synthesize common ledger for subsidiary accounts.
- Participate in preparing financial statements and monthly reports.
- Handle monthly payroll.