



Abdulrahman Abusbeen

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PROFILE

A Professional Accounting with over 3 Years' experience, I am currently working in BINZAGR FMCG Company as a accounts payable specialist, my main responsibility is to handling with vendors and preparing Weekly payments & Monthly reconciliation, also monthly closing for Margin Difference on sales & generate funds on purchases,

I believe I'm going to be a Finance Manager & CFO one day.

EDUCATION

Feb 2017 – Feb 2019

Diploma of Accounting, King Abdul-Aziz university – Jeddah

- GPA 3.98 of 5

EXPERIENCE

Dec-2019 – Present

AP Accounting, Binzagr Co Ltd.

- Daily / Weekly receive of invoices to ensure it's matching with ZATC & Co Policy to be Posted in books,
- Calculate, and post business transactions, process invoices, verify financial data for use in maintaining accounts payable records, and provide other clerical support necessary to pay the obligations of the organization.
- Prepare periodic reports and other records.
- Verify and calculate all Discounts on invoices (calculating and taking discounts when applicable).
- Weekly payment for all assigned vendors.
- Monthly reconciliation for all Suppliers.
- Calculate & record Margin Deference and generate AP Fund (purchase) and Margin Difference (Sales)
- Monthly reconciliation for GR/IR accounts.
- Monthly Clearing of Price Differences accounts.
- Monthly working & reconciliation for Stock Revaluation A\C.
- Monthly working "ON INVOICES DISCOUNT" working.
- Monthly working Clearing of Promotion A\C.

Jul-2019 – Dec-2019

Call Centre Representative, Smart Link Co.

- Receiving complaints and inquiries from travelers.
- All about airports inquiries in the Kingdom of Saudi Arabia
- VIP Executive Office Reservations.

Jun-2018 – Jul-2019

Salesman, Jarir bookstores.

- Salesman at smartphone dep
- sale daily offer 200 deface with the Accessories
- The achievement of the target for 5 consecutive months
- became team leader after 6 months

- Customer service and assistance.
- Customer service and offer all products that meet the customer's desire.
- Conducting a complete sales process for the customer from his arrival until the implementation of the sale process.
- Consistently generated target-hitting sales using powerful persuasion and negotiation techniques.

Mar-2018 – Jun-2018

Customer servers, sultan burger Co Ltd.

- responsible for the cashier
- Help customers to feel comfortable
- Helping clients in case of problematic and problem solving
- There are absolutely no 3 complaints during my tenure
- Organizing team work and assigning tasks.

Jul-2019 – Aug-2019

Summary Training, Riyadh Bank

- responsible for the cashier
- Help customers to feel comfortable
- Helping clients in case of problematic and problem solving
- There are absolutely no 3 complaints during my tenure
- Organizing team work

Jan-2019 – Mar-2019

COOP Training, Saudi Airlines

- Training at treasury
- Training on Operation Budget
- Training on Accounts payable
- Training on receivable

SKILLS & LANGUAGE

- Leadership. (Excellent)
- Communication. (Excellent)
- Listen to others and ask questions. (Excellent)
- English Language. (Excellent)
- Microsoft office. (Excellent)
- Self-motivation. (Very good)
- Adherence to time and appointments. (Very good)

Courses & workshop

•08/2019

Course training (Supply Chain Management) From 16th to 18th Aug-2022

•03/2018

Lecture (International standards for the small and medium-sized institutions) King Abdul-Aziz university.

•08/2019

Lecture (International standards for the small and medium-sized institutions) Droop

•02/2020

Fundamentals of leadership
Droop

- 06/2019
International Marketing & Customer Service
Droop
- 04/2019
Lecture (Economic Developments in the Middle East)
king Abdul-Aziz University
- 05/2019
Lecture (VAT)
king Abdul-Aziz University
- 02/2020
Riyal Financial Awareness Program.
Droop
- 01/2019
skills of leadership and project management
Droop
- 09/2018
money robbers
King Abdul-Aziz University
- 04/2019
Definition of accounting fellowship
King Abdul-Aziz university
- 12/2019
Principles of Financial Accounting - General Framework of Accounting
Droop
- 12/2019
Principles of Financial Accounting - Accounting Course
Droop
- 09/2019
Retail Management
Droop
- 08/2019
Development of the preparatory year
king Abdul-Aziz university
- 06/2019
Assessment of ideas - the door to start
General Authority for Small and Medium Enterprises.
- 07/2019
Accounting lectures
king Abdul-Aziz university
- 11/2019
Professionalism at Work
king Abdul-Aziz university
- 10/2019

Tomouh Customer service and sales
EMMAR - Tomouh program