

ALNOUBI ALMARRY

Finance/Accountant

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OBJECTIVE

To improve my abilities and to gain new skills through seeking new challenges, to implement the power of spoken/written word and coordinate with my Team to enhance the working process within the department to meet our organizational goals. every individual goal is a contribution to achieve the nations vision

EXPERIENCE

18 FEB 2012 – DATE

ACCOUNTANT, GULF PACKAGING INDUSTRIAL

- Account Receivables: Preparing daily collection reports and updating customer statements., Preparing scrap sales
- Account Payables: Checking all AP and Processing in system, statement suppliers reconcile
- Bank Collections and Documentation: Preparing the cash against documents and validation documents, follow with bank (DHL, ACCEPT, STELD)
- Monthly Reporting: Sales reconciliations, AR reconciliations, Payables reconciliations
- Inventory: Physical check /Material Down Grading
- Credit and Debit Notes: Checking, Preparing and Processing
- Petty Cash: Handling and recording

2011 – (15 WEEKS)

TRAINEE, SAUDI ELECTRICITY COMPANY

Co-op Student

EDUCATION

2010 -DAMMAM

DIPLOMA, COLLEAGE OF TECHNOLOGE

Associate Diploma in Accounting

SKILLS

- Languages: -Arabic: Native -English: Good.
- Computer: Typing: Arabic and English - Microsoft Office - ORACLE – SAP.
- Organizing Events
- Communication and Diction
- Leadership
- - Cooperation and Teamwork