



Salman Saeed Al Sulaiman

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PROFILE

A fresh graduate from Institute of Public Administration. I am seeking to gain experience in the field of work and to develop and enhance my skills in the accounting major. I have a background in hotels and work experience in the accounting department.

Language

English



Arabic



Certificates and Training Courses

- Principles of Financial Accounting Course.
- Microsoft Excel 365 in Arabic.
- The Future of Work Fundamentals.
- Personal savings course from the Social Development Bank.
- Arts of Performing and Recitation.
- Certificate of Associate Membership (SOCPA)

Education

Institute of Public Administration

- Diploma of Education, Accounting 2020 - 2023
Grade: 4.72/5 , Excellent
- English language course of 4 levels.
Graduated with a GPA of 3.1 out of 4

Cooperative Training

Rotana Hotels Management Corporation PJSC - Centro Corniche Al Khobar

- General Cashier. Dec 2022 - Feb 2023
- Receiving Agent.
- Account Payable.
- Account Receivable.
- Income Auditor.

Experience

Diyar AlGhadeer Copmany - Qatif

General Accountant

March 2023 - Present

- Follow up the payments and collection cash.
- Issuance and entry invoices.
- Recording all receipts of payments to the ledger.
- Settlement of receivable.
- Recording all the daily jurnal entries of Bank account.
- Bank reconciliation twice a month.
- Calculating the purchase costs and send it to the management.
- An inventory of the warehouses.
- Preparing the account statements for all clients.

Skills

- Communication.
- Time management.
- Teamwork.
- Microsoft office-excel.
- Problem-solving.
- Flexibility.
- Patience.
- Working under pressure.
- Reconciliation (Bank,Cash).
- Data entries.
- Accounting.
- Account receivable.
- Account payable.
- Petty cash.