

 Phone: 0549922177

 Email: Areej-c-e@hotmail.com

 Location: Alkhobar, Saudi Arabia

 Nationality: Saudi

## SKILLS

- Attention to details.
- Communication skills.
- Quick learner.
- Ability to work in a team structure.
- Marketing skills.
- Organizational skill in meeting deadlines.
- Advanced computerized accounting skills.
- Computer skills (Microsoft office).
- Willingness to undertake business development activities and ability to identify opportunities.

## EDUCATION

### Bachelor's degree of science in accounting

Imam Abdulrahman Bin Faisal University

2015-2020

GPA: 4.47

### Audit – Financial Statement

Udemy

2020

### Fundamentals of management

Doroob

2020

## LANGUAGES

Arabic

Native

English

Professional working

## ABOUT ME

Ambitious to add more value and achieve success to the organization and community by using my skills, knowledge, and experience in accounting.

Seeking further experience and knowledge to be a productive and effective member of the community.

## EXPERIENCE

### Boutique Wrđ

Alkhobar, Saudi Arabia

May 2019 – June 2019

#### Accountant – Summer Training

- Complied petty cash replacements vouchers and other payment voucher.
- Maintained daily records of payments and receipts.
- Ensured that documentation on all payments and collections are complete and accurate.

### Alwafa Company

Alkhobar, Saudi Arabia

July 2019 – September 2019

#### Accountant – summer training

- Accounting using ASWAQ ERP solution.

### Alsudais CPAs (JHI)

Alkhobar, Saudi Arabia

January 2020 – March 2020

#### CO-OP Trainee

- CaseWare program.
- Prepare Financial statements (Arabic/English)
- Casting and Mapping
- VAT, Zakat calculation.

### Fatima Balhaddad Est.

Alkhobar, Saudi Arabia

May 2020 - present

#### Accountant

- Review & analyze financial transactions then prepare journal entries.
- Checking & recording different types of petty cash expenses.
- Prepare financial reports.
- Ensure compliance with organizational guidelines, procedures, and regulations.
- Manage budgeting and forecasting
- Prepare plans for new projects
- Handle monthly, quarterly, and annual closings.
- Report on company's financial health and liquidity.
- Prepare Vat documentations and tax returns.
- Compute wages and issue employee pay checks and statements of earnings and deductions.
- Perform inventory count monthly and annually and ensure the accuracy of the amount and value of inventory.
- Prepare daily entries using ALBASEET accounting software
- Calculate provision for bad debts.