

Hasna Al-Otaibi



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Riyadh

ABOUT ME

Gaining experience in specialized fields in other fields, developing professional skills to the highest possible level, in addition to improving work performance in terms of efficiency and effectiveness.

EDUCATION

Diploma in Banking Business

Institute of Public Administration
2022

Accounting Diploma

Technical College
2019

SKILLS

Advanced understanding of Oracle.

Teamwork

The ability to work under pressure

Time management

WORK EXPERIENCE

Co-op Accountant

Riyadh Bank / Aug 2022 - Nov 2022

Review and audit invoices. When all invoices come, I make sure that the amount is identical to the contract agreed with the supplier and make sure that the supplier has an updated tax certificate and that the period mentioned in the invoice is correct.

After confirming all the requirements, enter the invoice to the Oracle system to be paid to the supplier.

Payment of ATM rents and branches through oracle system

Review the lease contract between the bank and the customer according to the date and duration of the lease contract and the amount.

After confirming all requirements, enter the invoice into the system and then Invoices payment.

Review the monthly report for amounts over 100 by approval, description, and approval date according to the purchase order by Oracle.

Co-op Accountant

Malath Insurance / Jan 2019 - Apr 2019

Confirm the customer's insurance through the facility's account and send a receipt to the insurance department

COURSES

Cambridge Certificate in English.

Effective Communication

HR Management

The art of Customer Management