

Address

Saudi Arabia, Dammam

Contact

0545501452

mohammed.alnas18@gmail.com

Date of Birth

15.10.1997

PROFILE

A highly motivated and freshly graduated who seeks a high quality job to utilize his skills and knowledge into a particular work, good interpersonal and communication skills.

SKILLS

- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills
- ✓ Able to work under pressure
- ✓ Goal oriented
- ✓ Team working

SOFTWARE SKILLS

Microsoft Word 

Microsoft Excel 

LANGUAGES

English 

COURSES

- Principles of financial accounting - Accounting Cycle { 8 hours }
- Principles of financial accounting - Accounting Framework { 7 hours }
- Principles of financial accounting - Adjustments entries and financial statements Preparation { 7 hours }
- Financial Government report { 40 minute }
- Budget Management { 3 hour }
- VAT { 2 hours }
- Fundamentals of management { 3 hours }
- Leadership skills { 2 hours }

MOHAMMMED ALNAS

Accountant

EDUCATION

01.2018 - 05.2020

Technical college

Diploma in Accounting, with GPA 4.80 out of 5

EXPERIENCE

12.2020 - 02.2021

Nano shield

Accountant (Training)

- Review bills all branches
- Accounting of all monthly expenses done by all branches
- Processing monthly payroll
- Ensuring all governmental expenses is paid as Iqama renewal, working license
- Vat requirements
- expenses annual analysis

10.2019 - 12.2020

Escape the room

Game master

10.2017 - 01.2018

Nasser Al hajri tower

Customer service

- Provided the clients and firms with the required information regarding Nasser's Tower service.

12.2016 - 10.2017

Resort golden tulip

Customer service

- Daily closing Cash
- Review and Audit Daily cash and provided it to the managers
- Dealing with costumers reservation and complains