

ABDULRAHMAN ALFATTAH

Contact

Address

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Additional Skills

- 1- Solving the problems and decision making .
- 2- Communication effectively with others .
- 3- Ability to work and diligence in it .
- 4- Microsoft Office (Excel , Word , Powerpoint , Access) .
- 5- Working in a teamwork .

Professional Summary

I want to get a job through which I can develop and benefit from my skills and activate my abilities And to prove my personality and to acquire and diversify my experience and serve the facility in which I will work to achieve success for all parties through diligence in the work and the constant desire to develop it and improve my career •

Work Experience

08/2020 - until now

AL-AMAL PLASTIC MFG.CO.LTD - Jeddah

treasurer

Receive the permanent advance and disburse it according to the instructions.

Keeping documents related to collection and expenditures in special files in a regular and sound manner.

Handing over salaries to employees of the institution.

Supervising the daily cash management.

Manage accounts payable and receivables.

Prepare expense reports on a regular basis •

03/2020 - 08/2020

Marai bin Mahfouz group - jeddah

Accountant

Issuing customer invoices to ensure that they fulfill the necessary data print invoices follow up on their delivery and receive the financial amount from customers •

02/2018 - 08/2019

sanayed company for security guards - Jeddah

Security Supervisor

Moved around different security stations and vital areas to check on officers and adjust workflow to cover changing needs Kept team compliant with security protocols and appearance standards •

08/2017 - 10/2017

Foundation for the pilgrims of Arab countries - Makkah

Foreman

Monitor tents for pilgrims and review all basic requirements •

09/2016 - 11/2016

STC co. - Makkah

sales department

Responsible for selling SIM cards and recharge cards •

Education

09/2016 - 08/2019

College of Telecomm and Electronics - Jeddah

The Associate Degree of College of Technology From The Department of Computer and Information Technology in The field of Network Technology With A G.P.A of 3.72 Out of 5.0 Grade: Good •

Languages

Arabic — mother language

English — Good