

# N O U R A L R E B H

SAUDI ARABIA

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DOB : 10 - 07 - 1997

## PERSONAL PROFILE

- Self-motivated, welcome challenges committed and will to succeed. Seeking a position that will allow a room for experience and an opportunity to improve at my skills.

## WORK EXPERIENCE

- **Saudi Master baker LTD . From 21-06-2022 - present**  
• **Accountant Assistant .**

1. Collecting Original Invoices from Stores Team
2. Arranging all supplier wise RM/PM Invoices and checking with monthly payment voucher
3. Scanning the RM PM invoices and send to Outsource
4. Passing Journal Entries
5. Checking Bank Reconciliation Sheet
6. Follow up with Outsource team relates to PV / PN queries
7. Filing the documents once in a every week
8. Retrieving the documents from files whenever required and files it back once job done.
10. Attaching supplier Statement along with Payment vouchers.
11. Initiating the online payment / Cheque Printing / TT form preparation

- **ASAWEER AL MAARAF GENERAL CONTRACTING EST . From 21-11-2021 To 31 -05-2022 . General Accountant .**

1. using tally accounting program .
2. preparing sales and purchases invoices with entering VAT percentage .
3. posting stock .
4. preparing and printing reports.

## EDUCATION

### RMIT University ( Melbourne - Australia)

From 2019 - 2021

- Foundation studies in Business
- Certificate IV in Accounting and Bookkeeping
- Diploma of Accounting

### Saudi Electronic University ( Dammam )

- Attending the first year from 2016 to 2017

### High School ( Qatif - Saudi Arabia )

- High school certificate: Graduated from high school in 2015.

## CERTIFICATES

- RMIT English Worldwide (Melbourne - Australia)  
From 18 - 03 to 26 -07 -2019
- Seneca College ( English Language Institute- Toronto - Canada )  
From 03 - 07 to 17-08 - 2018
- EC Toronto language center  
From 28-09-2015 to 18-03-2016
- Tatweer Center Language in Qatif  
From 21-06-2015 to 15-07-2015
- LILA Language School Liverpool  
From 10-06-2013 to 19-07-2013 .

## SKILLS AND ABILITIES

- Arabic - Native
- English - full
- Great communication and interpersonal skills
- Excellent organizational and multi-tasking skills
- Great writing skills
- Great time management skills
- Working in a team