
Furat AlKhardawi

Saudi Arabia Contact: +966 54 517 0729

Date of Birth: Sep 12, 1999

E-mail : furat.z.alkhardawi@gmail.com

OBJECTIVE

A Passionate Accountant and L/C officer willing to bring technical skills, prioritize tasks and work with a team to perform well in the role and benefit the organization.

EXPERIENCES

Future Ceramics and Porcelain

March 2021 to Present, Payroll Accountant:

My duties as a payroll accountant are:

- Calculating net salaries, deductions, and withholding through excel and System.
- Calculate End of Service payments.
- Calculate Vacation Payments.
- Calculating net salaries, deductions.
- Updating payroll files and Loan ledger
- Resolving payroll issues

March 2021 to Present, Letters of credit officer:

- Prepare Letters of Credit.
- Prepare Amendments.
- Manage discrepancies.
- Follow up with the bank.

Najmat alrabee

2018 to January 2020, Resident manager:

In 2018 I worked as a resident manager my duties were

- **Handling problems**
- **Overseeing maintenance**
- **Manage social media accounts**
- **Collecting Rent Payments**

ACADEMIC CREDENTIALS

EDUCATION: -

2018 to 2021:

- banking business Institute of public administration. GPA 4.93

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PROFESSIONAL COURSES

TOPIC	INSTITUTE	LOCATION
• Accounting fundamentals	Institute of public administration	KSA
• Credit fundamentals	Institute of public administration	KSA
• Communication skills	Institute of public administration	KSA
• Financial markets	Institute of public administration	KSA
• Risk management	Institute of public administration	KSA

References shall be furnished upon demand