

HAIDER AL SHOULLAH
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To be an active part in an organization that will upgrade my knowledge and skills, and contribute by my knowledge and skills in achieving the organization goals.

EXPERIENCE

General Accountant , Arrow Solutions Industrial Co. Dammam 2nd Industrial city

January 2020 – Present.

- Prepare all accounts activity.
- Arrange payments.
- Make invoices for customer
- Hold Sabic supplier portal
- Prepare VAT.
- Payroll and employees' relations.
- Monitor collection.
- Admin and Government relations.
- Medical Insurance Holder (Quote price for new policy – adding -deleting-claims)
- GOSI (Adding new employees – deleting)
- Employees settlements.

February 2019 – November 2019

Senior Accounts Payables, BGP Arabia. Dhahran

- Arrange payment for vendors
- Maintaining supplier statements, registration process and planning payments
- Verifying Invoices (cost center – amounts – Dues)
- Maintaining invoices and employee statement of accounts
- Preparing leave settlements, payroll and end of service
- Prepare monthly VAT returns

April 2018 to January 2019

SENIOR ACCOUNTANT ACCOUNTS PAYABLES ARABIAN MACHINERY FOR HEAVY EQUIPMENT COMPANY.

- Review and verifying invoices.
- Prepare employee related payments include End of service and leave settlement
- Maintain and prepare bank reconciliation
- Maintain government payments.

April 2014 to March 2018

GENERAL ACCOUNTANT, SUHAIMI DESIGN – DAMMAM

- Reconcile & maintain of general ledger accounts.
- Prepare and maintain bank reconciliations
- Prepare journal entries for receivable and payables
- Making Adjustment & Correction for Accounts.
- Assist for End of Month Closing, Related Journal Entries, and Posting Transactions.
- Assist for Prepare Yearly Zakat, Monthly Vat Report.
- Collection, Verifying with customer Balances. Due Dates.
- Invoicing (Services , Manpower)
- Handling medical and car insurance (adding - deleting – claims)

July 2011 to April 2014

PAYABLES ACCOUNTANT, HUSSAIN KATHEM AL-SADIQ SONS FOR CONTRACTING CO – RAS TANOURA.

- Record invoices in system.
- Maintain cash by daily basis.
- Reconciling Bank. Vendors Accounts.
- Issuing Payment by cash, cheques and bank transfers.
- Employees Settlements.

EDUCATION

APRIL 2011

ACCOUNTING, INSTITUTE OF PUBLIC ADMINISTRATION- DAMMAM

Diploma Accounting, Study Accounting Principles & Managerial Accounting.

SKILLS

- Bookkeeping
- Online banking
- Labor Law , GOSI , Zakat law . CCHI, banking and other Government roles.
- Excellent In English.
- Petty cash.
- Individual & Team Work.
- SAP, DynamicsX – Peachtree.
- Willness to learn & develop
- MS Office, E-mail
- Writing letters.