





# HESSAH SULTAN ALHARABI

## CONTACT INFO

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-  Riyadh
-  Saudi

## CAREER OBJECTIVE

Hardworking and self-motivated accountant. I am very keen to utilize my skills, education and experience in a dynamic work environment

## EDUCATION

Diploma Degree from College of Technology in Riyadh, Department of Administrative Technique, Accounting major

## EXPERIENCES

- General accountant at Allure clinics  
November 2020-November 2021
  - Reviewing all invoices daily and matching them with the Charge slip
  - Transfers forms
  - Payment vouchers and refunds for patients
  - Entries of transfers and expenses
  - Suppliers reconciliation
- AP Accountant at Majid Al Futtaim  
December 2021 – Current
  - Suppliers Reconciliation
  - Financial Call centre
  - Import

## TRAINING

- Accounting – collaborative training in King Fahad medical city in Al-Riyadh  
January 2020 - March 2020

## COURSES

- Job researchers course
- Course in analyzing financial lists
- Course in the basic of scientific research
- Course in real Estate Marketing

## SKILLS

- Ability to use Smack program
- Ability to use ORACLE program
- Organization and communication
- Using computer and Microsoft Office programs
- Adaptability easily
- Time management
- Active team member

## LANGUAGES

- Arabic
- English

## ACHIEVEMENTS

- Acquire some of a new experiences and information during the collaborative training period
- Volunteering in Bunyan Association