



HISHAM ABDULAZIZ

Hisham Abdulaziz Al-Muqaitib

Dammam, KSA

halmuqitib@gmail.com

As a lifelong enthusiast and ambitious person, I started working at a very young age, I was only about twenty four years old when I started working. Since then, I have developed a thirst for knowledge and lust for learning. Hence, I feel optimistic that I would be a great asset to your position, with all my experiences and the broad diapason of knowledge I already have. In my current position, at Zamil, where I work as an auditor, a set of responsibilities lie on my shoulders, such as taking care of petty cash, invoices, filing documents, check draft requests, and so on. During this job, I have supervised all the things related to auditory.

I was given the opportunity to boost my skills in organizing and time management. Thus, possessing these skills, I highly believe I would assist and help your company in reaching the goals and aims which you might have already set to achieve. In addition to the aforementioned job, I worked as an accountant at Zamil, where my duties included recording and posting journals, verifying documents, handling the petty cash reimbursement process and authenticity of the vouchers, and many other duties. Because of these duties, I learned to pay attention to detail, I enhanced my communication skills, and I understood the overall operations of the company. Moreover, I gained analytic skills and understood the insight and the importance of analyzing things which bring you success. I understand that your current role involves a comprehensive focus; thus, I believe that I would be a great fit for this position.

Your position is a unique opportunity and perfect match for my personal and professional needs and interests; hence, I hope to become part of you.

In addition to my work experiences, I have pursued a range of courses for developing myself personally and professionally, and I always strive to seek the best in me by looking for as many opportunities as possible. Looking forward to a suitable opening that suits my qualifications and experiences. Admittedly, I firmly believe that my experiences would make me a great fit for your position.

Should you need any further information or clarification, please do not hesitate to contact me.

Sincerely,

Hisham Abdulaziz Al-Muqaitib



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Dammam, KSA

General and Contact Information

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 halmuqitib@gmail.com  11-11-1980

 Hisham Abdulaziz , RBA, CERWIA , ICALS™, CIT, CIA Candidate

Courses and Skills

26/01/2014

CAMBRIDGE Certificate

(International Certificate in IT skills foundation) (CIT)
(TAGORG)

07/04/2015 to 09/04/2015

Accounting for Non-Accountants
(TAGORG)

28/07/2019 to 01/08/2019

Auditing and Financial Reports Control
(SAC for Training)

18/09/2019 to 19/09/2019

Human Resources Management
(JICC)

09/02/2020 to 13/02/2020

Value Added Tax (VAT) In KSA
(SAC for Training)

10/06/2020

Certificate in Effective Report Writing for Internal
Auditors (CERWIA)
(LEORON Institute)

27/06/2020

Training course "KPIs course"
(Saudi Cader)

16/07/2020

International Certificate in Advanced Leadership Skills (ICALS™)
(International Academy of Business and Financial
Management)

09/09/2020

The International Professional Practices Framework (IPPF)
(Optimal Academy)

17/08/2020 to 14/09/2020

Risk Based Auditor (RBA)
(London School of Business and Finance)

01/11/2020 to 02/11/2020

Professional Interviewing Skills (16 CPEs)
(Open Thinking Academy)

02/11/2020 to 20/11/2020

Fraud Examination Workshop (8 CPEs)
(Open Thinking Academy)

30/11/2020 to 02/12/2020

The Role of Effective Compliance Function to Combat
Financial Crimes
(Optimal Academy)

29/06/2020 to 14/12/2020

Anti-Fraud Training Sessions: Fraudology Masterclass (20 CPEs)
(Open Thinking Academy)

28/02/2021 to 04/03/2021

New Trends in Internal Audit and Engagement Planning(12 CPEs)
(Optimal Academy)

Hisham Abdulaziz Al-Muqaitib

RBA, CERWIA , ICALS™, CIT, CIA Candidate

Auditor | Fraudologist | Certified Risk Based Audit



About

Experienced Accountant with a demonstrated history of working in the accounting industry.

Great accounting professional skills in Microsoft Excel, Microsoft Office, General Ledger, Petty Cash, Invoicing, Branch control, and Auditing.

Work Experience

 **Total 20 Years.**

11/11/2019 - Now Auditor in Zamil Air Conditioners

Responsibilities

- ◆ Auditing of Documents:
- ◆ Petty Cash
- ◆ Service Invoice
- ◆ Debit/Credit Memo
- ◆ Credit Note (system)
- ◆ Cheque Draft Request
- ◆ Receipt Voucher
- ◆ Invoices
- ◆ Documents Archive & filing

1/5/2014 - 10/11/2019 Accountant Clerk in Zamil Air Conditioners

Responsibilities

- ◆ Recording and Posting Journals.
- ◆ Verifying documents, entering in the books of accounts.
- ◆ Handling the petty cash reimbursement process.
- ◆ Receiving petty cash from various departments and processing it in the company's Oracle system
- ◆ Verifying petty cash for authenticity of the vouchers
- ◆ Participating in documents controlling and conducting several investigations.
- ◆ Verifying and controlling various Zamil Air Conditioners and Zamil CoolCare internal and external documents.

2004 - 1/5/2014 Accountant Clerk in Zamil Steel

Responsibilities

- ◆ Typing the certificates of origin
- ◆ Invoices in Arabic for the company's project
- ◆ Customs representative in the Zamil Factory in the first year
- ◆ Promoted as Accounting Clerk in the Finance Department

2001 – 2003 Assistant Trainer in Dar Al Riyadh Engineering Consultants.

Responsibilities

- ◆ Training students
- ◆ Arranging and organizing the students' files
- ◆ Marking students' attendance

Educational Qualification

2000-2002 Diploma in Computer Science/ Networking
(Al-Alamiah Institute for Computer & Technology)

Volunteer Experience

10/2020 to now Member in Saudi Anti-Fraud Association

HOBBIES



Travel



Reading



Searcher



Seeker

LANGUAGES

ARABIC

Mother Tongue (In spoken and written)

ENGLISH

Fluent and proficient (In spoken and written)