

HUSSAIN MOHAMMED AL-KHALAF

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OBJECTIVE

Accounting Graduate who is seeking to be part in a team with an ability to improve efficiency and increase the team performance. A naturally organized individual with a high level of written and verbal communication skills.

EXPERINCE

Accounting Intern at Ali Zaid Al-Quraishi (AZAQ)

(Jan 24, 2021 – April 8, 2021)

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Review New Vendor account & update customer/supplier control sheets for VAT.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports, recording entries.

Administrative & Booking Agent at Al-Khalaf Travel and Tourism Co.

(April 2013 -April 2015)

- Handling customers like providing proper information about packages.
- Handling of vouchers and receipt.
- Flight Booking E-Tickets.

EDUCATION

- Qatif Technical College – Diploma in Accounting **(2018-2021)**
- Certificate of Administrative Track, with GPA: 88.75/100 **(May 2017)**
- Al-Ezdihar Language Institute – English Course. **(June 2011)**
- English Course from Institute of Public Administration. **(December 2011)**

SKILLS

- Fluent in Arabic & Intermediate level in English language.
- Proficient in Microsoft office: Word, Power Point & Excel.
- Time management skills and ability to work under pressure.
- Ability to work to deadlines whilst ensuring accuracy and efficiency.
- Excellent communication & interpersonal skills.
- Excellent customer service skills.

REFERENCES

Available upon request.