

## GET IN TOUCH

Date of Birth: 27/05/1979

Saudi

Married

Phone: 0560200603

E-Mail: [KNYJDOK@GMAIL.COM](mailto:KNYJDOK@GMAIL.COM)

Yanbu Industrial City

## CARRER OBJECTIVE

Seeking a challenging position in accounting and financial management in which my education, experience and proven abilities will offer an advancement opportunity within the organization.

## AREAS OF EXPERTISE

- Proficient in excel spreadsheets and popular accounting software such as SAP
- Team oriented with high attention to detail.
- Ability to deal effectively with month end closing deadlines.
- Exceptional organizational skills.
- Financial reporting.
- Acting as a team player within and across the department.

## PROFESSIONAL HISTORY

### Yanbu Aramco Sinopec Refining Company (YASREF) Ltd.

*Accountant | July 2013 to present*

- Responsible for accounting payable functions
- Calculate, post business transactions, process invoices, verify financial data for use in maintaining accounts payable records, and provide other clerical support necessary to pay the obligations of the organization.
- Ensuring bills and payroll are paid in a timely and accurate manner.
- Process accounts and incoming payments in compliance with financial policies and procedures.
- Performing audits on financial data to assure its accuracy and truthfulness.
- Ensuring that financial information complies with professional and regulatory standards.
- Aligning general ledger accounting practices to support budgeting and forecasting.
- Entering financial data such as accruals, deferrals, reclassifications, and interdepartmental entries into the ledger on a monthly basis, as well as preparing reports.
- Performing account analysis to ensure that journal entries and balances are correct.
- Reconciling accounts with the general ledger.

### Saudi Dairy & Foodstuff Company

*Accountant | June 2006 to May 2013*

- Ensures control and registers all cash receipts and payments.
- Prepares daily report concerning cash balances which petty cash and bank balances.
- Ensure that all payment procedures are followed, documented, accurate and completed.
- Prepares requisition of checks after supporting documents review and receipt authorization.
- Preparing bank reconciliations.
- Ensure financial records are maintained in compliance with policies and procedures.
- Preparation of Financial Management reports.
- Preparation of budget, forecast and analysis required.
- Ensure accurate and timely monthly quarterly and year end close reports.
- Complete and maintain sales invoices and reports.

## EDUCATIONAL HISTORY

Medina College of Technology

Associate Degree in Accounting | March 2001

## FURTHER TRAINING AND COURSES

- Account Payable: from accounting to management 9-13 Dec
- Excel Microsoft Office-Intermediate Level 29-30 Aug 2018
- English Language Course, Intermediate-160 hours from Feb 2014 to Jun 2014