

Mohammed Abduljalil Bu-Saleh

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OBJECTIVE

To obtain employment within my chosen field where I can build a career. I would like to put my education and skill set to work and expand my practical applications in Accounting.

PERSONAL INFORMATION

- Marital status: **Married.**
- Nationality: **Saudi.**
- Saudi ID card number: **1046930705**
- Place of Birth: **Dammam.**
- Date of Birth: **30/07/1987.**

SUMMARY OF QUALIFICATIONS

- ❖ Associate Degree-Diploma, **Accounting**
- ❖ Fluent in **Arabic** and **English** Language
- ❖ Proficient in **Microsoft Office Suite**; Word, Excel, PowerPoint, Outlook
- ❖ Experienced in professional communications, email and web based research
- ❖ Excellent data entry and data Management Skills

EDUCATION

Associate Degree-Diploma, Accounting	<i>(Jubail Industrial College - Saudi Arabia)</i>	2007 – 2009
* GPA 2.7/4.0		
Study in Saint Mary's University, Commerce *	<i>(Halifax- Canada)</i>	2013 – 2017
* Note: I did not complete Bachelor's Degree.		
Undergraduate Bachelor's Degree.		
Commerce. Accounting**	(College of Technology - Dammam)	2020- Present
** Note: Study in evening		

WORK EXPERIENCE

Accountant, Finance Dept. Gulf Equipment Metrology Service. 2/4/2018 – Present

- Assisted with day to day accounting operations
- Processed accounts payable and receivables
- Processed invoices and provided financial reconciliations
- Employee Government works and Vacation

Cost Controller, Accounting Dept. Crowne Plaza Hotel 2/1/2010 - 3/3/2011

- Assisted with day to day accounting operations
- Processed accounts payable and receivables
- Processed invoices and provided financial reconciliations

Accounting Assistant Co-Op Placement Term, March – June 2009

Worked in the Armored Vehicles & Heavy Equipment Factory (**AVF**) assisting with accounting and business operations.

AWARD

- **Business English Diploma** (*Canadian Language Learning College*) **2012**
- **English Academic Program Certificate** (*Canadian Language Learning College*) **2012**
- **Internal Quality Auditing Certificate (ISO 9001:2015)** (*TUV NORD*) **2015**
- **Professional Skills for Personal and Certificate** (*Alpha Training UK Limited*) **2008**
- **International Computer Driving License (ICDL),** (Summer course) **2005**