

# Meshael Ahmed Al-Khaldi

## Accountant



### COMMUNICATE



00966560773435  
00966133450134



alkhaldimj@gmail.com



Jubail Industrial



Saudi - married

### To communicate



### Skills

Ms Word  
Ms Excel  
MS . PowerPoint  
The initiative  
Accuracy at work  
Flexibility at work  
communication  
Team spirit  
Ease of adaptation

### Interests and hobbies

reading  
Sports  
Travel  
Internet  
mathematics

### Document



I have a diploma in accounting, is well versed in computer applications and all programs, is ready to work and gain professional and technical skills in any field, integrate with the work team and withstand work pressures.

### Education

2014-2016

- Institute of Higher Learning Academy for Training under the supervision of the General Organization for Technical and Vocational Training Diploma of Management Technology, specialization (Accounting)

2006-2008

- Al-Hussan National Model High School - Dammam Natural sciences (scientific)

### Work experience

2018-2019

August 2018 -February 2019

- Sarh Al Maali (SAMEC) Trading and Contracting Company accountant :  
Follow-up and implementation of bonds of arrest, registration and financial disbursement in accordance with financial and administrative legislation -  
Provide the necessary financial information  
Ensure entitlement to salaries and wages  
Preparing and reviewing monthly statements of accounts  
Follow up on the collection of dues from honey  
Monthly review and application between balances and records  
Matching expenses to records  
Using QuickBook Accounting Program

2020

February 2020 - April 2020

- Al Hokair Group (Park Inn Al Jubail Hotel)  
Reception and customer service (end of work period due to Corona pandemic)  
Receiving clients and completing check-in and check-out procedures  
Closing daily accounts Registration procedures

2020-2021

October 2020 - January 2021

- Al Fanar Group for Trading and Contracting Accounting (temporary job)  
Preparing weekly, monthly and quarterly reports  
Entering and reviewing sales and posting.  
Matching expenses, revenues and weekly warehouse reports.  
Matching bank statements and monthly company statements  
Re-counting and reviewing sales of 2018, 2019 and extracting taxes  
Using OPERAH Accounting Program

### Languages

Arabic  
English