



Mohammed Saeed Al-Balawi

Personal Data

Email

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Mobil No

0557373433

Language

Arabic

English



Qualification

- Bachelor's certificate in Business Administration majoring in Marketing (University of Tabuk) – 2020-2021.
- Intermediate University Certificate - Administrative Technology Department, majoring in Accounting for the year 2009.
- Affiliate Member Certificate (SCOPA) dated 08/01/2021 To 06/04/2024 .

Courses

- ICDL certificate.
- Use of basic English grammar (online)
- Value Added Tax.
- Solve problems in the work environment.
- Material storage process.
- Marketing by numbers.
- Professional selling.

Experiences

Total experience (12) years and (4) months

Al Rabie Saudi Food Company

- Position: Senior Accountant.
- Date: 9/4/2011 – 8/12/2022.

Nadec Company.

- Position: accountant.
- Date: 7/7/2010-31/10/2020.

Aljomaih Holding Company

- Position: Treasurer
- Date: 15/2/20210 - 30/6/2010
- A cooperative training period in the financial branch of the land forces.**
- Volunteer work for (360) hours**

Tasks

Branch Accountant:

Receiving cash amounts from representative, taking inventory of cash and deferred bills, making sure there is a seal for deferred bills, checking the car daily, loading it from the warehouse, receiving checks and money transfers, collecting overdue amounts, making a settlement in the customer's account statement, posting daily bills to the system, taking inventory of the safe daily, depositing amounts and checks in banks, and preparing employee payroll monthly, printing statements for all customers in the region, receiving the goods from the factory, inventorying the warehouse daily, closing the cars, the warehouse and the cashier at the end of the month, and sending the closures to the administration at the beginning of the month.