

Professional Summary

Knowledgeable Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations.

Skills

- Accounting principles
- Cost accounting
- Multitasking abilities
- Flexible & Adaptable
- MS Office
- Teambuilding
- Interpersonal Communication

Work History

ACCOUNTING DEPARTMENT TRAINING, 01/2020 - 04/2020
Customs Academy, Riyadh, Saudi

- Carried out day-day duties accurately and efficiently.
- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working environment.
- Gathered financial information, prepared documents, and closed books.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Evaluated and improved accuracy and completeness of financial records.

Education

Diploma : Accounting
Imam Muhammad Bin Saud University - Riyadh, Saudi Arabia, 02/2020

Languages

Arabic: Native language

English:  B1

Intermediate