



# RAYED AL-GHAMDI

## Accounting

### PROFILE

Highly passionate in Accounting and Finance, graduated from Jubail Industrial College with a 3 years experiences in Saudi Arabia, further planning on working with a reputed organization to employ the theoretical knowledge gained during the education and working years in extensive practice. Exploring possibilities to work with a growth-oriented organization.

### CONTACT

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### SKILLS

- Oracle
- Accounting & Bookkeeping
- Bank Reconciliation
- Critical Thinking
- Problem Solving
- Time Management
- Communication
- Event Organization
- Microsoft Office

### VOLUNTEER

- ✓ Leader at Nukhbah young leaders club (2010 – 2015)
- ✓ Member at scout's association at Jubail industrial College (2013 – 2015)
- ✓ Member at Saudi Club at Wichita City (2016 – 2017)

### LANGUAGES

Arabic: native language  
English: Professional

### EXPERIENCE

#### Accountant Specialist at Gulf Medical Co. LTD (Aug 2021-Present)

- 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
- Assemble invoices to be completed for payment
- Review invoices and requisitions for satisfactory payment approval
- Adjust a Monthly report for all the payment
- Reconcile vendor's & bank statements

#### Personal Finance at AL-Ahli NCB Bank (Jun 2020-Aug 2021)

- Communicate effectively with current and potential customers to generate new business.
- Explain Financial products and recommend to customers based on their needs and financial situation.
- Meet and exceed sales targets.

#### Accountant at United Electronic Co. Extra (Nov 2018 – Nov 2019)

- Responsible to submit daily reports to accounts department, prepares reports by collecting, analyzing, and summarizing information to assist in month end closing
- Daily showrooms cash report will be sent to auditing, credit Card Reconciliation each month
- Looking for any dispute card transactions and the same will be send to bank for claim
- Review all invoices for appropriate documentation and approval prior to payment
- Match invoices to checks, obtain all signatures for checks, and distribute checks accordingly.
- Reconcile vendor statements, research, and correct discrepancies.
- Reconciling report will be sent to accounts manager every month.

### EDUCATION

#### Jubail Industrial College, Jubail, Saudi Arabia (2012 – 2015)

- Diploma in General Accounting

#### Intensive English, Wichita, The United States (2016 – 2018)

- Finished the seven levels of the Intensive English from Wichita University

### PROFESSIONAL CERTIFICATE

- STEP Certification in English "Qiyas" (2021)
- Credit Adviser Professional "The Financial Academy" (2021)
- Retail Banking Foundation "The Financial Academy" (2021)
- FMVA Certification "Corporate Finance Institute" (2020)