

# Reemh Majed Aldossry

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## OBJECTIVE

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Seeking to develop my skills professionally with the best desires and motivational work and practice my expertise in the field of specialization and through my skills I contribute to the completion and development of the facility in strengthening financial management.

## EXPERIENCE

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**Payroll Accountant at Mohammed Al huraigy Group** June 2021 – Present.  
Retail Company | Eastern Province, Dammam

- Calculating salaries, overtime, earnings and vacation deductions.
- Entering Payroll information and maintaining payroll files.
- Preparing ledger entries with earnings and deductions.
- Updating Payroll system, Including employment hires and terminations.

**Accountant / Audit at Falcon arms security services** Nov 2020 – Jun 2021  
Transport and Protect Money | Eastern Province, Dammam

- Preparing daily financial reports.
- Auditing and reporting to the administration.
- Preparing a monthly budget.

**Trainee at Riyadh Bank** Jun - Aug 2019  
Banking | Eastern Province, Khobar

- Data entry operator.
- Marketing and preparing documents.

## EDUCATION

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**COMMUNITY COLLEGE. IMAM ABDULRAHMAN UNIVERSITY** | Diploma in Finance, Associated with Business Administration. 2017 - 2020

## SKILLS

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- Microsoft Excel & Word.
- Problem solving.
- Knowledge in Finance & Audit.
- Adaptability.
- Attention to details
- Interpersonal skills.

## CERTIFICATES

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- Cambridge Preliminary English B1 level – Interserve Learning & Employment International collage. 2016
- Budget Analysis and Process – Institute of Public Administration. 2020
- Principle of Financial Accounting – Institute of Public Administration. 2020
- SOCPA Candidate.