

WAAD ALSOFAYAN

ACCOUNTANT

Phone:

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Email:

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Location:

Riyadh

OBJECTIVES

Seeking to apply my acquired experiences within a competitive work environment that enhances my ability to progress, increases my creative skills, and fulfills my passion for gaining more experience and new skills.

EXPERIENCE

● AlManarah Comm & IT Co. Ltd.:

Accounting | Oct 2022 - Present

Main responsibilities:

- Follow-up billing and collection on the Etimad platform.
- Recording all the Accounts receivable transactions.
- Recording petty cash transactions.
- Update accounts receivable and issue invoices for customers.
- Preparing Monthly Vat Reports.

● SInee IT:

Accounting | 2021- 2022

Main responsibilities:

- Daily bank transaction booking entry.
- Odoo system used.
- Classification of contractors.

● Saudi Constructioneers Ltd. (SAUDICO):

Accounting | 2019 - 2021

Main responsibilities:

- Working as Treasury Accounting.
- Working in AP, AR accounting.
- Helping in Insurance registration.
- Review and adjust the ledger account.
- Systems used: Microsoft, Dynamics, DANAOS ERP.

EDUCATION

Diploma of Accounting | Mar 2016

GAP: 3.35/5

King Saud University, Riyadh

TRAINING COURSES

- Accounting basics.
- Salary and wage accounting.
Personal rehabilitation training center
- English language.
Alkhaleej Training and Education

PRO SKILLS

- Work on accounting programs
(odoo, ER, Microtec)
- Leadership skills
- Effective Communication
- Self-motivation
- Critical Thinking
- Decision Making
- Attention to Detail