

# Abdullah Balkhair

Assistant accounting

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**Address:** Saudi Arabia, Riyadh

**Nationality:** Saudi

## SUMMARY

I am a diploma holder Accounting and looking forward working in reputed organization for the growth and carrier progress

## EDUCATION

Diploma degree of accounting

Institution: Institute of Public Administration - Riyadh

## EXPERIENCE

**Assistant accountant**, Al-alamiyah for cooperative insurance.

Jan 2023 – Present

- Reconciliation payable and receivable
- Achieve prompt bank payments.

**Revenue insurance**, coop training at Seera group company.

Aug 2022 – December 2022

- Using SAP system to record accrued revenue.

## TRAINING & CERTIFICATIONS

Temporary accounting technician, Saudi organization for chartered and professional accountants - march 2023.

## SKILLS

- Microsoft Excel
- Accounts payable
- Accounts receivable
- Payroll
- Communication
- Data entry

## Languages

- Arabic
- English