

MAHDI ABDULLAH AL JARRAD

Accounting

CAREER OBJECTIVE

A highly motivated and hardworking person . seeking for success in an environment of growth , excellence and earn the work that provides me satisfaction and self- development work and help me to achieve personal as well as organization goals .

CONTACT

PHONE:
0562711856

EMAIL:
Mahdi4044@hotmail.com

COURSES

Training course of Preparatory Program for VAT Specialist Exam in SOCPA – 2020 .

Certificate of VAT course from Institute of Public Administration – 2020 .

Certificate of skill of dealing with superiors course from Institute of Public Administration -2020 .

Certificate of Excel Crash course from Corporate Finance Institute -2020 .

Certificate of Fundamentals of Credit from Corporate Finance Institute-2020 .

Achievement

Certificate of VAT Specialist , SOCPA, 02/01/2021.

EDUCATION

Diploma in Business Accounting 2015 –2017

INSTITUTE OF PUBLIC ADMINISTRATION
Dammam, KSA / Average : 4.09 from 5

WORK EXPERIENCE

CANAR OFFICE SYSTEMS CO. GENERAL ACCOUNTANT

21/04/2019– Current

- Process all journal entries .
- Monthly banks reconciliations .
- Preparing Value Added Tax report .
- Checking , preparing all payment vouchers to ensure compliance to agreed payment terms .
- Performed account payable management activities .
- Monitoring and liquidation of accounts .
- Helping on preparing monthly payroll report .
- Annual checking of the inventory .
- Documenting all transactions related to account payable , banks & petty cash .
- Vendors reconciliation and resolving discrepancies for any differences.
- Corrects errors by posting adjusting journal entries .

ART AND DECORATION TRAD.CO. ASSISTANT ACCOUNTANT

08/10/2018–08/04/2019

- Processing and posting of all journal entries .
- Preparing monthly payroll report .
- Accounts Receivable & Payable .

SKILLS

- ✚ Sincere, hardworking and cooperative .
- ✚ Good experience in computer and programs .
- ✚ Good communication skills
- ✚ Good command in English Language .
- ✚ Discipline in working times .
- ✚ The desire to learn and develop .
- ✚ Ability to negotiate and persuade .