

Faisal Alanazi

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ACCOUNTING

Graduated from King Saud University with a Diploma in Accounting, A highly responsible, hardworking, trustworthy, and professional person, a quick learner who can create creative ideas and can handle the difficult tasks. Enthusiastic to find a new challenge at a reputable institution, where I can employ my leadership, communication, management, planning and strategic skills. Looking ahead to pursue the organization's mission, vision, and goals.

Experience

Finance Department

Elfaleh Sports House

Dec 2021 *Until now*

- *Public Accountant*
- *Matching accounts.*
- *Bank reconciliation.*
- *Financial clearance settlements.*
- *Finance audit*
- *Audit monthly and daily revenue*
- *Recording daily restrictions*
- *Pay bills and record them in the entries*

Operations Department

Al Wefaq Saudi Holding

Sep 2021 to Dec 2021

- *Debt collector*
- *Matching accounts.*
- *Bank reconciliation.*
- *Financial clearance settlements.*
- *Field supervision*

(CO-OP)

Finance Department

Abdullah Saeedan Company

Mar to Jan 2020

- *Archiving financial operations.*
- *Create bills of financial dues.*
- *Bank reconciliation.*
- *Financial clearance settlements.*
- *Customer statement.*

Summer Training

PepsiCo

Aug to Jul 2019

- *Training on entering and matching sales invoices.*
- *Follow up on customer requests.*
- *Send daily sales reports.*

Summer Training

Human Resources Department

Abdullah Saeedan Company

Jul to Jun 2018

- *Training in the Payroll.*
- *Employment interviews.*

Education

▪ **Diploma in Accounting**

King Saud University 2020

Licenses

- **Certificate of Accounting Technician From 11/01/2022 to 11/01/2023** SOCPA
is an active Temporary Accounting Technician of SOCPA

Skills

- | | | |
|----------------------|------------------------|-----------------------------|
| ▪ Time Management | ▪ Team Leadership | ▪ Organizing |
| ▪ Self-Confidence | ▪ Financial Operations | ▪ Problem Solving |
| ▪ Payroll Management | ▪ Attention to Detail | ▪ Presentations & Proposals |

Courses

- Financial Accounting Principles Course - Inventory Adjustments and Preparation Financial Statements.
- Financial Accounting Principles Course - General Accounting Framework.
- The role of financial accounting principles - the accounting cycle.
- Customer service course in the insurance field.

- Microsoft PowerPoint.
- Basics of leadership course.
- Executive secretarial skills and office management skills.
- Report writing and administrative correspondence course.
- Excellent job performance skills course.
- Management and leadership skills course.
- Management communication skills course.