

Date of Birthday: Dhahran city.
Email: Jafer92997@gmail.com.
Contacts: (+966) 56 00 92 997.
Address: Eastern province, 15th, Saihat city.

JAFER HASSAN ALI AL-FADHEL

OBJECTIVE Looking to work in a challenging situation with an organization that offers ample opportunities to learn and contribute, to gain the subsequent organization. Successful dealing with communication with banks, complete banking operations, customer inquiries, invoices, and the effectiveness of administrative tasks. Familiar with contracts and other banking operations. I prepare and settle banking operations and enter them into the accounting program and billing operations.

SKILLS & ABILITIES

- Use software SAP.
- Able to use software ERB.
- Able to use Microsoft Office.
- Data entry banking.
- Teamwork.
- Very good communication.
- Problem Solving.
- Strong attention to detail and good analytical skills.

PROFESSIONAL EXPERIENCE **ACCOUNTANT, GULF SPECIALIZED WORKS FACTORY COMPANY**
May 2013 - Present
Manage all accounting transactions. Preparing banking operations from transfers, payments, and domestic and foreign payments. Cashier, Printing checks and paper money orders. Entering and organizing bank entries. Preparing and printing project invoices and entering them into the program. Handley monthly, quarterly and annual closing. Reconciliation accounts payables and receivables. Calculation tax payment and prepare tax returns, etc....

EDUCATION **COLLEGE OF TECHNOLOGY –DAMMAM CITY –HIGH DIPLOMA**

TRAINING PROGRAMS

- Financial accounting course.
- Microsoft Excel course.
- Intensive English language program.

CIRTIIFICATE **SOCPA.**

LANGUAGES **ENGLISH.** **ARABIC.**