

## **Hani Ali Hussain Al-khuwaytim**

### **Contact Information**

**Country:** Kingdom Of Saudi Arabia

**Address:** Al-Khobar

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**P. O. Box:** 30126, 31982, Al Ahsa

### **Personal Information**

**Birth Place:** Al Ahsa

**Nationality:** Saudi

**Marital Status:** married

### **Experience**

- **Accountant at Arabian Oud Company in Dammam from 18/AUG/2019 to until now**
- Review of daily Sales for Sales point
- Petty Cash
- Invoices for Mobiles and Telephone and Internet and Electricity bill
- Inventory goods
- Enter deposit of cash Sales in Oracle
  
- **Accountant at Al Ghaith Oilfield Supplies & Services Company from 02/SEP/2018 to 19/FEB/2019 :**
- **Uploading Invoice of Aramco in system Aramco**
- **Prepare petty Cash**
- **Prepare payment**
- **Print cheques**
- **Prepare Invoices for Mobiles and Telephone and Internet**
  
- **Broker Relationship Manager at Al Alalmiya for Cooperative Insurance Company from 19/SEP/2017 to 09/AUG/2018 :**
- **Manages the relationship with Brokers and converts that into new business Opportunities to drive profitable revenue growth**
  
- **Medical Claims Processor at Medi Visa Company for Medical Claims Settlement in Cash Medical Claims Reimbursement Department from 01/DEC/2013 to 29/AUG/2017:**
- **Receive medical Claims**
- **Creat Batch for medical Claim by MCA program**
- **Enter of medical Claims after Audit of doctor in MCA Program**
- **Filing of batches after closing Batches by MCA program**
- **Print report for settlement of Claims by Program**

- **Accountant Assistant at Bureau Veritas**  
Company from 15/JUN/2013 to 12/NOV/2013 :
  - prepare petty cash
  - Prepare cash receipt voucher and entry it in system
  
- **Accountant Assistant at Al-Munajem Cold Stores**  
Company from 17/JUL/2011 to 10/MAY/2013:
  - Enter cash receipt journal in oracle system
  - Enter bank receipt journal in oracle system
  - Enter bank issue journal in oracle system
  - Enter cash issue journal in oracle system
  - Prepare adjustment of invoice for DHL
  
- **Accountant Assistant at Al Harbi Trading and Contracting**  
Company from 23/JAN/2011 to 10/JUL/2011 :
  - Preparing statements renew Iqama of staff
  - Enter installments of loans for employee in the system

**Qualification (1)**

**University:** King Saud University in Riyadh

**Degree:** Bachelor

**Major:** German Language

**G.P.A:** 3.69 out of 5

**Date of Graduation:** 2007/FEB/27

**Qualification (2)**

**Institute:** Institute of Public Administration in Riyadh

**Degree:** Diploma

**Major:** Accounting

**G.P.A:** 3.32 out of 5

**Date of Graduation:** 2010/SEP/22

**Training:**

Practical Training at Malath Insurance Corporation from 17/JUL/2010 to 29/SEP/2010

**Course:**

Insurance Foundation Certificate Exam (IFCE) Preparatory Course through 5 days (20 hours) from (10 / APR / 2016) to (14 / APR / 2016) in Awj Management Consulting Training

**Certificates :**

- **First Certificate**  
**Insurance Foundations Professional**  
**Exam(IFCE) fromThe Financial Academy**
- **Certificate Second**  
**Certificate of Permanent Accounting Technician from The**  
**Saudi Organization for Chartered and Professional**  
**Accountants(SOCPA)**

**Skills:**

Using the computer and office programs  
Translation (German –Arabic)  
Using the *Accounting programs* :( Oracle, SAP, Alpha)

**Languages:** Arabic. English, and German