

# BATOOOL ABUALREHI

## FINANCE

### CAREER GOALS

I'm seeking a challenging career with a progressive organization that provides an opportunity to capitalize my Technical skills & abilities in the fields of analytical and financial skills.

### EDUCATION

#### Bachelor of Finance with honor degree

at Imam Abdulrahman Bin Fasiel University | Aug 2012 - Jan 2017

- GPA: 4.57

### EXPERINSE

#### Accountant at Al-Askar Trading and Contracting Group | 17-Feb

2019 - present

- Injazat accounting software knowledge
- Administer accounts receivable and accounts payable .
- reviewed account payable and invoice listing to confirm validity and conduct of budget update as necessary.
- collected and analyzed clients data financial transaction documenting accounting control procedures.
- Prepare journal entries, complete general ledger operation and draw up financial reports.
- Payroll Accounting
- Audit Financial Transactions and documents.

### CERTIFICATE

#### Certificate of Accounting Technician (SOCPA Membership)

### COURSES

#### Financial Analysis

at Misk Foundation| 27 Apr 2022

#### English Course

at Canadian Language Center | 3 Sep 2018 - 5 Nov 2018

#### English for Business Administration

at University of Dammam | 13 Feb 2017 - 22 Mar 2017

### PROFESSIONAL SKILLS

Financial analysis ●●●●●  
Accounting skills ●●●●●  
Auditing ●●●●●  
Numeracy skills ●●●●●  
Microsoft Office ●●●●●

### PERSONAL SKILLS

Communication skills ●●●●●  
Time Management ●●●●●  
Teamwork skills ●●●●●  
Flexibility ●●●●●  
Creativity ●●●●●  
Hard work ●●●●●



### CONTACT ME AT

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### SKILLS SUMMARY

- Financial Reporting.
- Accounting Understanding
- Analytical Thinking
- Problem Solving
- Microsoft Excel
- Team Cooperative
- Account Payable.
- Account Receivable.

### LANGUAGES

Arabic Native

English Intermediate