

ISLAMUDIN ABDUL AZIZ

ACCOUNTANT

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GARDEJI16@GMAIL.COM

KHOBAR DAMMAM KSA



EXPERIENCE

Area Accounts Coordinator

Al Hokair Group

05/2016 - Ongoing Regional Office Khobar Dammam

Area Accounts Coordinator

- Compiles and Analyzes Financial Information to Prepare Entries to General Ledger, General Transactions Attending All Receivable & Accounts Payable
Prepared weekly and monthly financial reports
Monitoring accounts for compliance with the operating budget Financial Data
Auditing financial information monthly Quarterly and yearly inventory for all assets, scraps, and cash flow, and all other items
Compiling and presenting reports commentaries and financial statements
All Daily Revenue Management Checking and verify Daily Revenue Report, Bank Deposit, Manage cash on hand, Budget, Petty Cash Entry and More

Accounts Coordinator

al Hokair Group

06/2013 - 04/2016 Riyadh ksa

Accounts Coordinator

- Daily Revenue Reporting To Account Manager in the support and management of **accounts** Generating new accounts and following up on leads
Handled customer complaints with empathy and composure
Accurately handled large amounts of money on the cash register
Processed a range of documentation and entered information into databases.

EDUCATION

DIPLOMA IN COMPUTER SCIENCE

RCV COMPUTER CENTER DIDWANA RAJASTHAN

01/2009 - 05/2009

DIPLOMA IN COMPUTER APPLICATION

KRISHNA COMPUTER CENTER DIDWANA RAJASTHAN (MULTILINGUAL OFFICE AUTOMATION AND FINACIAL ACCOUNTING)

05/2009 - 10/2009

DIPLOMA IN COMPUTER APPLICATION

MANAV BHARTI UNIVERSITY (COMPUTER METHAMETICAL FOUNDATION & PRAGRAMMING IN (C)

MANAGMENT INFORMATION SYSTEM RDBS

01/2010 - 06/2010

SKILLS

MY WORK SKILLS

ORACLE, MICROSOFT OFFICE, Job responsibilities, Office administration, Mentoring, Customer service, Problem-Solving, Teamwork, Leadership, Quick Learner, Problem-Solving,

LANGUAGES

URDU

Proficient



ARABIC

Advanced



HINDI

Native



ENGLISH

Proficient



References will be provided on demand.

I hereby declare that the information furnished above is true and fair to the best of my knowledge.

ISLAMUDIN ABDUL AZIZ