

Ali Saud Al-Dahi

Saudi Arabia, Asharqiya, Qatif

Date of Birth: June 14, 1998

Nationality: Saudi

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Objective I can adapt to work environment, try to gain experience and follow new technologies. It's help to improve the quality and speed of work.

Education Diploma in Accounting, Technical and Vocational Training Corporation, Dammam, Saudi Arabia.
GPA 3.88 out of 5.00. Graduated in 2019.

Experience

2019 – Present

HR & Payroll Accountant in Arabian Consolidated Trading Group, Jubail Industrial City, Saudi Arabia

Tasks:

- Dealing with employee's monthly salary
- Dealing with end of serves and vacation settlement's
- Solve employee's Problem's
- Follow up recruitment process for new employee's
- Follow up vacation's and joining date for employee's
- Preparing official letters to employee's

Skills

- Using the Microsoft Program (Word, Excel).
- Knowledge how to do settlement for employee's
- Knowledge in "Muqem" System.
- Know about the accounting concepts.
- Teamwork skills.
- Excellent to communication and listening.

Language

- Arabic is mother language.
- English good with writing and speaking.

Training Course

- The Basics of English Language form Ministry of Education with 12 Hours.