

Zainab Munir Alsafwani

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Career Objective:

Experienced, detail-oriented accountant seeks a challenging position where I can apply my acquired expertise, skills and talents which can utilize my potentials to assist the organization in achieving its goals and objectives.

Education:

2011-2017 Bachelor of Science in Finance, Faculty of Business Administration,
Prince Mohammed Bin Fahd University in Khobar.
GPA: 3.70/4 (Second Class Honor).

Experience:

(2018, Sep-Present) Accountant at Crestwood Wood Works Co. (L.L.C)

- Bookkeeping of accounts payable, accounts receivable, and general ledger for daily operations.
- Prepare AR, AP aging reports and all vendor payments.
- Perform bank reconciliation and supplier statement reconciliation.
- Record fixed asset acquisitions in the accounting system.
- Track the compilation of project costs into fixed asset accounts, and close out those accounts once the related projects have been completed.
- Prepare VAT reports and their payments.
- Assist in year-end closing and audit requirements.

2016 (June-July) Internship at Halliburton Energy Services.

- Processing invoices using SAP System.
- Carry out customers billing.

Skills:

- Attention to detail and accuracy.
- Self-learner.
- Strong analytical and problem-solving skills.
- Time management.
- Effective interpersonal and communication skills.
- Ability to deal with computer programs (Word, Excel (pivot tables) and PowerPoint).

Language:

Arabic (Native).

English (Fluent in speaking and writing).

References are available upon request.