

ABDULLAH AL HUMAIDAN

SUMMARY

An accountant with a Bachelor's degree in Accounting, and to bring my strong sense of dedication, motivation and responsibility and to benefit from skills qualification I obtained from Imam Abdulrahman Bin Faisal University

CONTACT

| Dammam, Eastern Province

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SKILLS AND PROFICIENCIES

- Microsoft Office
- Communication
- Teamwork
- Adobe Photoshop
- Excel
- Leadership
- Self Motivation
- Accounting
- Administrative Skills

LANGUAGES

- Arabic
- English

HOBBIES & INTERESTS

- Photography
- Exploration
- Self development
- Work
- Travel
- Creative writing

EDUCATION

Imam Abdulrahman Bin Faisal University

- Accounting - Dammam, Eastern Province
2015-2019

WORK EXPERIENCE

Accounts Payable

Al Blagha Industrial Co. | 08/2021 - 05/2022

- Preparing and processing electronic transfers and payments
- Maintains historical records by scanning and filing documents
- Maintains accounting ledgers by verifying and posting account transactions.
- analysis of expense accounts
- Handle and follow up credit invoices issues
- Process settlement journal (Adjustment expenses distribution - Refunded journal - offset accounts).

Accountant

Shaad Interior Design | 12/2020 - 02/2021

- Entering petty cash bills in the Odoo system
- following up on the imprest with the employees of the institution
- and issuing the revenue and expenditure report from the institution's system.

Manager Office

Emad Alhumaidan Advocates, legal consultants | 07/2020 - 11/2020

Claiming payments and following up case schedules with the lawyer.

COURSES

- Lightning on VAT | 09 - 2018
- International Accounting Standards in the public sector -part 1 | 08 -2020
- Leadership Skills | 08 - 2020
- Insurance Market | 08 - 2020
- Data Analysis | 09 - 2020
- Reading Financial Statement | 10 - 2020
- Accounting Fundamentals | 10 - 2020
- Customer Service, Professional Interaction | 10 - 2020
- SOCPA Professional Registration Certificate