

# AHMED ALSADOON

## GENERAL ACCOUNTANT

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### OBJECTIVE

*A motivated individual Whose objective is to work in a prestigious and competitive company that allows me to achieve my goals and gain experience*

### EXPERIENCE

#### General Accountant

##### Hamad M. AlRugaib Company | JUNE 2018 – Present

- Ensure Accounts Receivable and billed invoices reconcile on daily basis.
- Handling payment terms with suppliers for POs issued by purchasing department.
- Pricing Imported goods upon arrival to customs.
- Manage all accounting transactions on Microsoft Dynamics ERP system.
- Prepare company internal and international financial transactions through Alinma Corporate services.
- Report credited invoices for outsourced services like Customs duty, freight and broker services.
- Attaching Supporting Documents Of Current / Future Invoices.
- Entering Invoices In Dynamics And Making Sure All Supporting Documents Are Attached.
- Filling Up The Sheet With The Invoices.

#### Summer Training

##### Abdullah Fouad Holding Company | JUNE 2016 (10 weeks)

- Worked in the accounting department to enter Invoices into IDS ERP system.

### EDUCATION

#### Bachelor's in Accounting

- Imam Abdulrahman bin Faisal University | 2012 - 2017
- Cumulative GPA 3.88 / 5

### CERTIFICATES

Certificate Of Temporary Accounting Technician - Membership No : 134256

English British Council - 6 Weeks / 2019

English British Council - 6 Weeks / 2021

Coursera Microsoft Excel – 9 Hours course

Financial Accounting Fundamentals – 7 Days course

### SKILLS

- Microsoft Office.
- Microsoft Dynamics ERP system.
- IDS ERP system.
- Alinma Online Corporation Services.