

Hashem Almedaly

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Accountant Equipped with experience working in two companies for a year and a half, ready to work, organize the workplace, and be sincere in my work.

Experience

05/2022 to 04/2023

Accountant

Symbols of the gulf contracting federation, Dammam

- Data entry and follow-up on the project.
- Follow up with the warehouse.
- Entering documents with the work team into the Excel sheet system.

04/2023 to 11/2023

Accountant

Qasim Hussein Al-Miskeen Industrial Factory, Dammam

- Issuing the tax file and following up on it.
- Entering invoices into the Qawid program.
- Follow up on Covenant Cash.
- Work on procurement and provision of materials for projects
- Monitoring the workflow and fulfillment of requirements for each project

Skills

- Office programs
- Follow-up
- Trying to solve problems
- Flexibility
- Organization
- Emotional intelligence
- Responsibility
- Time management

Education

Diploma - Institute of Public Administration -03/2023

Accountant

Languages

- Arabic
- English