



# BATOOL ABUALREHI

## ACCOUNTANT

### CAREER GOALS

I'm seeking a challenging career with a progressive organization that provides an opportunity to capitalize my Technical skills & abilities in the fields of analytical and financial skills.

### EDUCATION

#### Bachelor of Finance with honor degree

at Imam Abdulrahman Bin Fasal University | Aug 2012 - Jan 2017

- GPA: 4.57

### EXPERINSE

#### Accountant at Al-Askar Trading and Contracting Group | 17-Feb

2019 - present

- Injizat accounting software knowledge
- Controlling all A/P Transaction.
- Recording balances per on ledger account.
- Knowledge in A/R Transaction
- Making Time sheet for employee,
- Checking purchase order.
- Processing debit note & credit note in sub ledger.

### CERTIFICATE

#### Certificate of Accounting Technician (SOCPA Membership)

### COURSES

#### English Course

at Canadian Language Center | 3 Sep 2018 - 5 Nov 2018

#### English for Business Administration

at University of Dammam | 13 Feb 2017 - 22 Mar 2017

#### Tadawul online

at University of Dammam | 20 Oct 2015

### PROFESSIONAL SKILLS

- Financial analysis ●●●●●●
- Accounting skills ●●●●●●
- Auditing ●●●●●●
- Numeracy skills ●●●●●●
- Microsoft Office ●●●●●●

### PERSONAL SKILLS

- Communication skills ●●●●●●
- Time Management ●●●●●●
- Teamwork skills ●●●●●●
- Flexibility ●●●●●●
- Creativity ●●●●●●
- Work Under Pressure ●●●●●●

### CONTACT ME AT

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🌐 @batool-hassan

### SKILLS SUMMARY

- Financial Analysis
- Accounting Understanding
- Analytical Thinking
- Problem Solving
- Proficiency in Microsoft Excel
- Team Cooperative

### LANGUAGES

📖 Arabic Native

📖 English Intermediate