

## **Helal Ali Alsaihati**

Dammam, Saudi Arabia

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### **SUMMARY OF QUALIFICATIONS:**

- Excellent Analytical, Communication & Interpersonal Skills; ability to perform under pressure.
- Self-motivation to work independently and as part of a team.
- The ability to work with the minimum of supervision.
- Excellent communication skills including oral and written presentation skills.
- Proficient in the use of Microsoft Office.
- Problems solver
- work with diverse people, both individually and in groups

### **EDUCATION:**

**INSTITUTE OF PUBLIC ADMINISTRATION**– Riyadh

Obtained (May) 2008

Associate degree in Commercial Accounting .

### **EXPERIENCE:**

**Munawla Cargo for Shipping Limited** – Dammam

July 2014 – Present

*Cashier*

- Prepare the bank documents and submit them.
- Document financial transactions by entering Journal Entries.
- Contribute to team effort by accomplishing related results as needed.
- Prepares all Bank-Required Documents.
- Maintains systemic methods for keeping and recording all related documents for easy access and practical retrieving or tracking.
- Prepare & manage the Petty Cash
- Perform Zakat Monthly Deductions.
- Work with Saudi Edi (fasah) portal & Delivery Order Updating .
- Coordinate of Client Accounts

**Khusheim for Industrial Equipment** –Dammam

February 2012 –May 2013

*Accountant*

- Audited and approved petty cash invoices for the company's 43 branches on daily basis.
- Monitored branches spending and determined approvals on over-spending.
- Performed documents scanning and filing of finished receipts and purchases.

**Mantazah World Company** – Dammam

March 2010 – January 2012

*Cashier*

- Managed transactions with customers using cash registers.
- Collected payments whether in cash or credit
- Resolved customer complaints, guide them and provide relevant information

## **INTERSHIPS:**

**National Commercial Bank (NCB) - Riyadh**  
*Teller & Customer Services*

February 2008 – May 2008

- Served customers by completing account transactions.
- Provided account services to customers by receiving deposits & cashing checks.
- Recorded transactions by logging cashier's checks.
- Reconciled cash drawer by proving cash transactions, counting and packaging currency and coins.

**Alrajhi Trading Est - Dammam**  
*Accounting & Bookkeeping*

February 2004 – May 2004

- Recorded transactions such as income and outgoings and posting them to various accounts.
- Documented financial transactions by entering Journal Entries