

## ABOUT ME

An ambitious and dedicated accountant who is able to work under high pressure, take initiative, and a team player. Excellent communicator and planner with strong judgment and critical thinking abilities.

## CONTACT

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Saudi Arabia, Qatif



## EDUCATION

 Diploma in Accounting Degree | 2019 | Lincoln College in Qatif

 HIGH SCHOOL CERTIFICATE AT THE FIRST HIGH SCHOOL IN UM AL HAMMAM, QATIF 2014

# SULAIL, FATMAH SALEH

## OBJECTIVE

Aiming for continued self-development, through expansion on my education, experience, and willing to learn.

## EXPERIENCE

### ACCOUNTANT | ALAA FOR INDUSTRY | NOV 2021 – PRESENT

Account payable duties. Register the invoices and do the payments for the due dates invoices. Compose the payments. Make advance payments. Making the petty cash. Using ERP System (BAAN & INFORE ) and Excel

### ACCOUNTANT | SAEED AL ZAHRANI CUSTOMS BROKERAGE | JAN 2020 – MARCH 2021

Enter the journal entry. Follow up with customer and suppliers. Debt collection. Perform bank reconciliation & clients & suppliers. Perform account payable & account receivable expenses. Fund Inventory. Petty cash. Using ERP System( IST )AND Excel





### ACCOUNTANT | DR.ZAKI CLINIC | FEBRUARY 2019 – MARCH 2019

In initiated the hand hygiene teaching project.

### RECEPTIONIST | HUBAIL GROUP | SEPTEMBER 2017 – OCTOBER 2017

Managed customer services ,relationship, and reporting requests.

## SKILLS

	Organization
	Time management
	Communication
	Microsoft office