

# ALAA RADHI AL ABBAS

## BANKING, FINANCE AND ACCOUNTING



### OBJECTIVE

Seeking for Job Opportunity in a business department in a well-known organization, Where Can Apply My Knowledge and Understanding Also Develop My Skills.



### EDUCATION

**Bachelor's degree of Science in Banking and Finance | Imam Abdulrahman Bin Faisal University in Dammam**

AUGUST 2013 – MAY 2018

**GPA: 4.33 out of 5 "Second Honorary Degree"**



### EXPERIENCE

**Accountant and Auditor | Al Howail Company**

OCTOBER 2020 – PRESENT

**Accountant Department:**

Accurately and promptly processing documentation. Carrying out any other accounting related duties as assigned by the Accounting and Finance management.

- Collect, interpret, and analysis financial documentation and statements
- Responsible for the custom and logistic process of importing shipments and recording in fasah system
- Reporting VAT and daily financial documentation in Journal, Payment, Account Payable and Account Receivable Vendor to finance manager
- Closing monthly and annually financial accounts with internal auditor

**Accountant | ESTSS Company**

MARCH 2020 – MAY 2020

**Accountant Department:**

- Reporting petty cash for manager
- Preparing Account Reconciliation for Customers, Employees, and Creditors
- Responsible for employees' salaries and final employees' settlements process

**Treasury trainee | Rawabi Holding Company**

MARCH 2019 – MAY 2019

**Treasury Department "Bank Relations"**

Establishing the relationship between banks and the company. following up all the authorizations of the bank accounts related to the company in addition to opening the bank accounts to employees.

**Administration trainee | Aljishi Trading Institution**

JANUARY 2018 – MAY 2018

**Sales, HR, and Administration and Accounting Department:**

Expanding knowledge in different fields of accounting. Responsible for sales process in the company and recording daily sales in accounting system. In addition, Responsible for employees' salaries and final employees' settlements process.



### SKILLS

- Mathematical, Analysis, Critical, and financial accounting Skills
- Communication and Leadership Skills
- Microsoft office
- Microtec Accounting program



### ACTIVITIES

**Training Courses:**

- Fundamentals and Principles of Financial Accounting (Ministry of Finance, 2020)
- Financial Performance Management (Monsha'at, 2020)

**Languages:**

- Arabic
- English

*References Available Upon Request*