

FARES ALHOLIBY

PROFESSIONAL SUMMARY

Goal oriented accountant dedicated to high levels of customer satisfaction and meeting business goals. Proactive and organized with specialized knowledge in accounting and passionate commitment to first rate client care. Looking for the position as Accountant Specialist in a firm where I can use my skills and wide experience for the benefit of the company and to aim for my further growth.

SKILLS

- In-depth knowledge of accounting and bookkeeping processes.
- Good Written & Oral Communication Skills.
- Financial Statements.
- Budget Proposals.
- Management Reporting.
- Account Consolidation & Maintaining Account Records.
- Accounting Software Packages.
- Knowledge of Accounting & Bookkeeping Procedures.
- Excellent Analytical & Time Management Skills.
- Strong Numeracy Skills.
- Keen Attention to Detail.
- Information Processing.
- Leadership Skills.
- Problem Solving.
- Proficient in MS Office.

CONTACT

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Address: Saudi Arabia

PROJECT

Electronic Accounting.

MEMBERSHIP

Special professional registration membership of Saudi Chartered Accountants.

WORK EXPERIENCE

Accountant

Hamat Holding, Aug 2020 - Present.

- Process private expenses, process their invoices and agreed accounting standards and then to pay them, to ensure their integrity, to ensure that the work is completed and to ascertain the status of the contract if it is terminated or not.
- Administration, processing, monthly audit and payment of the Special Covenant for each shopping center.
- Monthly closure: monthly tax closure. proof of benefit account for each monthly bill that have not yet arrived, or which are overdue. - Monthly loss of assets - monthly implementation of projects - perform and verify bank reconciliation work with accounting books - Ensure that expenditure accounts are valid and audited on a monthly basis and whether there are errors in restrictions or not - Close the pre-payment invoices for future dates, which must be closed every month until the agreed work is completed - Closing of payments if a certificate of completion has been issued confirming the termination of the work - recording of the commission of the bank for each month.
- Taking bank statements, identifying their financial input and output, and registering them in the Excel program for future preservation and need, every three days.
- *Working with tax accountants to provide information for tax returns.*

Accountant

Musk UAE, Feb - Apr 2020

- *Assisted with payroll account management, filing requisite tax documentation.*
- *Preparing journal entries complete with documentation for all transactions.*
- *Carrying out any other administrative and operational duties as required.*
- *Coordinated date entry with colleagues, ensuring accruing income and spending amount.*
- *Counting and balancing petty cash at the end of each month.*
- *Reporting on any outstanding invoices.*
- *Carry out the migration of branch sales to the main center, record sales, find out the total sales of the day and send them to the Director-General.*

CO-OP "Tax Accountant Intern"

General Authority of Zakat and Tax (Taxpayer Services Department), Jun - Jul 2019.

ACADEMIC HISTORY

Imam Muhammad ibn Saud Islamic University

Bachelor's Degree of Accounting, 2020.

CERTIFICATES

- The Professional Training Course for Accountants.
- Internal Audit Course: a Theoretical Framework and Practical Cases.
- The IFRS for SMEs.
- International Financial Reporting Standards.
- Modern Technology and Accounting.
- Accounting and Finance for Individuals and Companies.
- The Basics of Learning Microsoft Excel.