

# ZINAB ALMUKAHAL

## OBJECTIVE

To obtain a position where I will be able to contribute my skill, experience and knowledge to a company that will give me an opportunity to develop my career.

## EDUCATION

- **Bachelor's degree of Business Administration (2016)**

**Major: Finance**

University of Oklahoma, Norman, OK, USA

- **CESL:** English as a second language institute, the university of Oklahoma, USA

## EXPERIENCE

### Accountant (April 2019 – present)

- Posting and processing journal entries to ensure all business transactions are recorded
  - Reviewing and processing employee expense reports and vendor invoices for payments
  - Training new employees on accounting principles and company procedures
  - Reconciling accounts like Petty cash and Accounts Receivables
- Organizing and carrying out month-end quarterly and year-end processes efficiently

### Sales Coordinator (April 2018 – April 2019)

- Negotiate pricing with distributors and customers to optimise cost savings.
- Enter work orders on daily basis and followed up with costumers to get the purchase orders needed
- Interface with customers, determine needs, provide recommendations and up-sold services.

## COURSES AND ACHIEVEMENTS

- Distinguished accountants' program - Egrar Company (2022)
- IRCA 9001:2015 Approved Lead Audition Training Certificate (2019)
- Have certifications from TAQAT in work ethics, customer service literature and Saudi labor laws (2018)
- SOCPA membership (2022)

## Personal Information:

Email: almukahalz@gmail.com

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## Skills:

- Communication Skills

- Microsoft Office

- Oracle Edward EnterpriseOne

- SAP

## Languages:

Arabic

English