

# Helal Ali Alsaihati

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## Highlights of Qualifications

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Over a year of experience as an accountant  
Ability to handle work pressure and solve customers' issues  
Effectively work with diverse people, both individually and in groups

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## EDUCATION

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**Diploma of Business** — Business Accounting May 2008  
Institute of Public Administration Riyadh, Saudi Arabia

**Diploma of Business** — Accounting & Bookkeeping June 2004  
Secondary Commercial Institute Qatif, Saudi Arabia

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## RELATED EXPERIENCE

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**Data Entry & Government Relation** July 2014 - Present  
Munawla Cargo for Shipping Limited. Dammam, Saudi Arabia

- Organize files and collecting data to be entered into the computer.
- Analyze the data for errors and report problems with the data to higher managers.
- Cash out company's checks and make deposit transactions.
- Perform Zakat monthly deductions.
- Saudi Edi (fasah) & Delivery order updation

**Accountant** February 2012 - May 2013  
Khusheim for Industrial Equipment Dammam, Saudi Arabia

- 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.

**Cashier** March 2010 - January 2012  
Mantazah World Company Saihat, Saudi Arabia

- Enter transactions in the cash register and provide customers with the total bill
  - Issue receipts and change to customers
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## RELATED CERTIFICATES & TRAINING

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**Accounting & Bookkeeping** — Internship February 2004 – May 2004  
Alrajhi Trading Est. Dammam, Saudi Arabia

**Teller & Customer Services** — Internship February 2008 - May 2008  
National Commercial Bank Riyadh, Saudi Arabia

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## TECHNICAL SKILLS

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- MS Office (Excel & Word)
- SaudiEDI