
Name: Huda Ali Essa AL Khomiri.

Nationality: Saudi.

Mobile: 0562866120

E-mail: hudaaliessa@gmail.com

Personal profile:

Work co-operatively as a team member and committed toward set goals. Constantly look for new ways to improve work result, and take initiatives.

Experience:

1/ AL-BILAD FIRE FIGHTING SYSTEMS

02/03/2013 to 05/09/2019.

Accounts administrator for (account payable) in Finance department:

- Processing cheques and bank transfers for suppliers (local & foreign) and employees (vacation & end of service & petty cash)
- Recording and reviewing all invoices for appropriate documentation and approvals prior to payment.
- Reconciling vendor statements, to identify discrepancies and analyzing supplier ledgers.
- Responding to all vendor inquiries and forwarding the BT confirmations with Invoice details.
- Preparation of Letter of credit (LC)
- Prioritizing payments according to the payment terms and availability of funds
- Right after the releasing of payments; Approving & Posting PV's with the bank charges/Forex Gain(Loss) accordingly
- Processing online payment for utility bills, custom duties, and various SADAD payments.
- processing vacations/ESA benefit calculations for employee.
- Review employees Time Sheets and Overtime authorizations.
- Preparing weekly OT authority schedule and reconciling with Time Sheets.
- Processing the payroll and creating the payroll payment list according to the banks standard template and Generating WPS file to upload online. Upload the WPS file under bulk services and initiating for online approvals.
- Preparing payroll cost distribution JV according to projects.
- Preparation of daily cash report.

2/ AL-MANA GENERAL HOSPITAL

01/08/2010 up to 30/07/2012

Accountant (Audit and property control department):

- Review and audit of payments to suppliers, staff etc.
 - Preparation and control of insurance for hospital vehicles, property, doctors and medical malpractice.
 - Online payments for hospital utilities like water, electricity, telephone etc.
 - Verification and audit of daily cash book.
 - Inventory control of implants and consumables in Hospital Theater. This control is done thru the HISS system that is already implemented in the hospital.
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Educational Level and Qualifications:

- Bachelor of Science in 28/6/1429 AH.

Courses:

- Applications 8 (INDUSTRIAL & FINANCIAL SYSTEM)
 - Third and Fourth level of the English language from Berlitz Institute for Language Learning.
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Public Relations:

- Able to make smooth relationship with all people with different ages.
 - Able to grip fast relationship with all employees.
 - Able to help and educate people.
 - Able to direct the work environment to be one teamwork.
 - Human resources understanding.
 - Communication skills.
 - Good communication.
 - Computer skill.
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