

RA

REEM ALGHAMDI

COST ACCOUNTANT

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company.

Contact

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Activities and interests

- Creative writing.
- Photographer.
- Professional photo editing (Adobe photoshop, illustrator... etc.).

Personality

- Punctuality.
- Creativity.
- Organized.

Cost Accountant - Estimation Department

Aluminum Al-Safa - Second industrial city - Dammam

OCT/ 2020-APRIL /2021

- Collecting and analyzing data about a company's operational costs.
- Setting standard costs of manufactured goods Developing and analyzing cost standard
- Analyze labor, material, and time requirements for a project.
- Estimate costs by looking at the entire project.
- Prepare reports detailing all of the costs going into a project.
- Input cost data into company database.
- Notice differences between estimated cost and actual cost.
- Look at customer requirements for a project.
- Work with the sales team to prepare proposals.
- Performing account reconciliations.
- Preparing audit reports and presenting their findings to management.

Payroll specialist - HR Department

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APRIL/ 2021- Present

- Management the finance & Legal Affairs in the HR.dbt. (payroll, overtime, ...etc.)
- Managing relations with government agencies (ZATCA, MOJ, GOSI, MCI, HRSD).
- Managing the process of training & Development and contracting with appropriate institutes.
- Preparing and writing official letters.

EDUCATION

Imam Abdulrahman Ibn Faisal University

2015 _ 2020

Bachelor of Education

Saudi electronic University

2020 _ Present

Bachelor of Administrative & Financial sciences.

key skills and characteristics

- Proficiency in Microsoft Excel.
- Problem-solving skills.
- Strong research capabilities.
- Good communication - written and oral skills.
- Excellent conceptual and analytical skills.
- Effective interpersonal skills.