



Ahmed Alsudair

Comm. (Accounting)

 Dhahran, Eastern Region

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Bachelor of Commerce, Accounting Graduate with talent for leveraging numbers and customer service skills to elevate accuracy and efficiency. Prospect opportunities to optimize operations, reengineered HR processes, spearhead business results, and provide empowering customer experiences. Aptitude for listening, solving complex problems, and responding flexibly and creatively to new challenges.



Skills

● Accounting experience

●●●●●
Good

● In-House Accounting Software

●●●●●
Very Good

● SAP expertise

●●●●●
Good

● Basic accounting

●●●●●
Very Good



Work History

● **Relief Accounting Clerk**

School District 57 , 40 Schools In Total, Prince George , Canada, BC

- Organized budget documentation and tracked expenses to maintain tight business controls.
- Inputted 500+ invoices per month.
- Evaluated employee expense reports and verified accuracy.
- Assessed data and information to verify entry, calculation and billing code accuracy.
- Balanced reports to submit for approval and verification.

● **Student Assistant Representative**

CHARLES JAGO NORTHERN SPORT CENTRE, Canada, UNBC, Prince George, BC

- Served customers in a friendly, efficient manner following outlined steps of service.
- Organized 50–60 soccer matches each semester while facilitating an empowering soccer match experience for students.

2020-10 - 2021-04

2019-09 - 2020-03

- Retained as liaison to manage intramural league, coordinate and lead student assistants, and schedule soccer matches. Promoted harmonious communications between staff and students. Reported to supervisor of school activities.
 - 📅 Scheduled numerous matches in a timely fashion. Provided students with required forms and verified athlete levels. Created customized schedules for 24 teams. Tracked lists before sporting event dates.
 - 🏥 Mitigated conflict and/or injuries on the field while managing 24+ students by implementing best health/safety practices.
 - 📅 Facilitated optimum attendance by identifying root cause of absenteeism and clarifying policies/procedures with team.

Human Resources Coordinator

Arkaz Alsharq Building Materials, Khubar, Saudi Arabia

- Structured compensation and benefits according to market conditions and budget demands.
- Created processes from scratch that optimized efficiency of HR operations while honing expertise in various aspects of HR.
- Retained to manage candidate recruitment, selection, orientation, and training/development of new hires. Oversaw compensation, payroll, and benefits. Scrutinized contracts for accuracy and requested employees' signatures for contracts. Reported to HR Manager.
 - 📅 Bolstered efficiency 50% by streamlining processes and organizing procedures.
 - 🏥 Drove new hire performance. Trained 6 new hires in HR and administration and oriented hires to efficiently navigate onboarding processes and adapt to new responsibilities and organizational culture with confidence.
 - 📅 Facilitated 100% payroll and benefits accuracy. Gathered employee timesheets from every department of 100 employees. Doublechecked data and forwarded to finance departments then head office. Reviewed and updated salary changes.
 - 🏥 Earned positive feedback from supervisor about stellar work performance.
 - Supported timely deployment and execution of contracts and deployment of HR policies.
 - Within 1 year, helped establish clear and measurable policies for contracts and maintained organized records for vacations and visa renewal updates. Travelled to employee sites to confirm accurate employee contract information.
 - 📅 Supported recruitment planning and growth initiatives for future corporate expansion—hired 7 new competent hires.
 - Researched information and scrutinized candidates that met organizational needs and prescribed skill sets via

2011-10 - 2014-02

LinkedIn.

- Organized Career Day initiative to prospect and recruit best qualified talent aligned with organization's vision/mission.
- Conducted in-depth interviews with promising candidates.

● **Clinic Scheduler**

Saudi Aramco Medical Hospital, Dhahran, Saudi Arabia

- Managed office logistics by scheduling appointments, maintaining files and collecting payments.
- Carried out front office duties utilizing data entry skills in framework of medical database.
- Contacted hospitals to confirm patients medical histories and prevent inaccurate diagnoses and treatments.
- Organized patient files and streamlined operations to improve efficiency.

2016-08 - 2020-10



● **Education**

● **Bachelor Of Commerce: Accounting**

University of Northern British Columbia - Prince George, BC

- Courses: Strategic Management, Financial Accounting, Organizational Behavior, Microeconomics, Systems Thinking, Managing Yourself ,Sustainable Product Design, Sustainable Manufacturing, Marketing Management, Marketing Social Change, Business Analytics, Economics for Managers