

# Amal Alharbi

Accountant

## Contact



+966 056 288 2709



Saudi Arabia, Dammam



AmalAlharbi98@hotmail.com

## Education

### TVTC


Diploma of Accounting  
(Business)

SEP - 2021

4.9 / 5 GPA

## Experience

### ACCOUNTANT

Bin Quraya 

March 2022 - Present

- . responsible for receiving, processing, and verifying invoices and matching purchase orders to invoices related to accounts payables.
- . Creating Aging Report monthly.
- . Processing Advance payments

### T&D CONTRACT GROUP INTERN

Saudi Aramco

SEP - NOV 2021

I was a trainee for 10 weeks in Training & Development contract division and helped with SES and Invoices.

### ACCOUNTANT INTERN

Abdulla Fouad Group of Companies

JAN - FEB 2021

Involved in Sourcing, Petty Cash, Account Payable, and Accounts Receivable.

## Certification

### ENGLISH ASSESSMENT

· Cambridge

Passed Preliminary English test with a distinction at level 1and council of Europe level B2.