

Abrar Abu Abdullah

Personal Information	Nationality: Saudi. Languages: Arabic (native language) English (very good). Email ID : mis.Abrar.f@gmail.com
Goal	Seeking a challenging position with a progressive organization that will effectively utilize my skills and prove an opportunity for better prospects and advancement.
Education	2005 - 2010 Bachelor degree in Accounting– KSU – Riyadh .
Experience	<u>2010 – 2012</u> Business administrator - at Swran furniture establishment <u>Aug 2012 – July 2021 .</u> Accountant – At AL Mana General Hospital <ul style="list-style-type: none">• Working in Accounts payable department in Head office.• Responsible for review the supplier invoices and enter in system after meet the requirements of support documents.• Responsible to process the supplier payments.• Responsible to do reconciliation of Suppliers accounts.• Controlling the payment release to suppliers as schedules.• Analyses and entering in system of government expense.• Participate of annual stock count in warehouses.• Maintains files of supplier payments.• Payroll accountant• salary payment separation• process Vacation payment•working on Deduction verification by stuff balance confirmation• process Monthly reconciliation with general leader• Staff clearance process <u>January 2022 – April 2022</u> Accountant - at Riyadh Ceramic industry <u>May 2022 – Aug 2022</u> Accountant - at Najmat Alrwad establishment
Skills	<ul style="list-style-type: none">• ERP System, SAP and Oracle Experience.• Ability to work under pressure.• Good communication skills• Flexible and easily adapt with changes and self-learner.• Good Knowledge of Microsoft Office tools (Word, Excel).• Deal effectively with people. (Team work)
occupation	<ul style="list-style-type: none">• Photography• Diving (Rescue Diver)• Travel• Reading• Camping

Reference: Available upon request.