

# Ali Alkuabiy

Finance Assistant

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International and local finance experience. Interested in contribute and the development of the (Fintech) system. Maintain an overview on budgetary, funding, cash flow, risk management and Corporate Credit Control, ready for a great challenge to utilize my analytic skills and create excellent results with a career growth potential.

## Skills

Financial reporting

Moody's Financial Analyst & Risk Management

Excellent knowledge of Microsoft Office especially in Excel for Financial

## Work History

2021-11 - Current

### Accountant

*ZADK Culinary Academy, Al Khobar , Eastern Province*

- Preparing statutory accounts.
- Financial forecasting and risk analysis .
- Compiling and presenting financial and budget reports.
- Ensure that financial statements and records comply with laws and regulations.
- Auditing and analysing financial performance

2019-04 - 2021-01

### Finance Administrative Assistant

*Southwestern Oklahoma State University ( Business Service and finance department), Weatherford , Oklahoma*

- Creating and updating spreadsheets of daily transactions
- Managing accounts receivable and payable.
- Reviewing and processing reimbursements.
- Prepare budgets
- Maintain reports on financial metrics, including investments, return on assets and growth rates.
- Keep records of invoices and tax payments.

2015-06 - 2018-12

## **Student Assistant & Graduate Assistant**

*International Student Affairs at Southwestern Oklahoma State University,  
Weatherford, Oklahoma*

- Assist with the development and implementation of programs and activities for welcoming.
- Supports international student pre-arrival and pre- enrollment processes and related activities, and assists in advising students on routine immigration questions, cultural adjustment, and academic adjustment.
- Integrating international students in the campus community: program selection, planning and marketing, workshop planning and delivery, campus orientations/open houses, and outreach to the multicultural student organizations.
- Work with the International Friends Program in organizing their events, connecting them with international students, and organizing welcome/end of term celebrations, off-campus trips, and other events.
- Follow-up with new and prospective students regarding their plans for arrival and enrollment.

2007-04 - 2011-09

## **Credit and Finance Officer**

*Arab National Bank, Dammam , Eastern Province*

- Create and implement financial policies to guarantee operational efficiency.
- Maintain records and receipts for all daily transactions.
- Ensure financial records are kept up-to-date with the latest transactions and changes and contribute to financial audits.

## **Education**

2018-01 - 2019-12

### **Master of Arts: Business Administration And Management (MBA)**

*Southwestern Oklahoma State University - Oklahoma United State*

2013-08 - 2017-12

### **Bachelor of Arts: Finance And Business Management**

*Southwestern Oklahoma State University - Oklahoma United State*

## **license or certification**

### **Corporate Finance Institute® (CFI):**

- Introduction to Corporate Finance ( May 2021)
- Fundamentals of Credit ( April 2021)
- Reading Financial Statements ( Feb 20)

### **SOCPA:**

- Membership of Accounting Technician of SOCPA( July 2021)

## COURSES

- VAT Training program (SOCPA) Apr14,2021-Apr 25,2021
- FinTech and the Transformation in Financial Services (Coursera)Feb 10, 2020
- Forensic Accounting and Fraud Examination (Coursera) Feb20,2020.
- Detecting Forgery and Fraud (ANB) Jan 8, 2008 - Jan 9, 2008.