

MOHAMMED KHALIED ALBALAWI

SOCPA ASSOCIATE MEMBER



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OBJECTIVE:

I am seeking an accounting position where I can apply my experience in preparing financial statements, managing invoices, monitoring accounts, and improving accounting systems. My goal is to contribute to enhancing financial operations and supporting the organization's objectives through accuracy, analytical skills, and adherence to accounting standards.

EDUCATION:

Bachelor's Degree in Financial Sciences

Imam Abdulrahman Bin Faisal University

Graduation Year: 2024

EXPERIENCE:

1.Customer Service Officer – STC Bank

Nov 2026 - Present

- Assisted customers with banking inquiries and digital services.
- Resolved customer issues and complaints professionally.
- Guided customers on using the STC Bank mobile application.
- Verified customer information in compliance with KYC policies.
- Maintained accurate customer records and service quality standards.
- Programs Used: T24 , Dynamics , RSA

2.NGMSA Collaborative Training, Khobar — Intern Accountant

July 2023 – Aug 2023

- Participated in the annual inventory process.
- Provided solutions for petty cash issues.
- Performed data entry tasks.

3.Green Leaves Company, Khobar — Accountant

Mar 2021 – June 2023

- Identified and investigated variances in financial plans and forecasts.
- Set up and enhanced accounting systems and processes to support business needs and improve operational efficiency.
- Prepared financial documentation and conducted research using various software applications.

COURSES:

• Technical and Vocational Training Corporation , Dammam

Basic principles in Cybersecurity 25 hours completed

• Erican Education Group, Malaysia

International English Programme Completed

SKILLS:

- Financial reporting and statement preparation
- Accounts reconciliation
- Accounts receivable & invoicing
- Data entry with high accuracy
- Proficiency in accounting systems and Microsoft Office
- Strong analytical and problem-solving skills