

Personal information

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Objective:

As a passionate and ambitious recent graduate in Financial Accounting, I am eager to begin my professional journey within a dynamic and growth-oriented environment—one that fosters continuous learning, empowers me to apply and develop my skills

Core Skills

Proficient in using accounting software for financial reporting and data entry.
Strong computer literacy, with the ability to manage accounting ERP systems efficiently.
Excellent numerical and analytical skills, ensuring accuracy in all financial transactions.

Training Experience:

AIKAFAA LIMITED COMPANY From (Jul) TO (Dec- 2025) Training in Accounting

- Posting the journal of system generated entries for daily transactions of local sales and local purchases, verify the details, calculation, etc.
- Preparing Bank Reconciliation statement, adjusting errors with entries, identify the discrepancies.
- Reviewing the TAX invoices for local purchase transactions, ensure the compliance with VAT regularity, and verify invoices details.
- Checking the general material receipt for local purchase with attention to the conditions in purchase order, confirm the quantities and other details.
- Verifying Employee benefit transactions prepared By HR department, confirm calculation for the purpose payment process.
- Reimbursement process of Petty Cash, analyze the expenses accounts, ensure invoice fully authorized for payment, comply with purchase request.
- Assist accounts supervisor with monthly closing process, prepare a customized financial report if required

Education

Diploma of Finance Accountant (DFA) King Saudi
university (2024 – Graduation will be in 2026) GPA: 4.28
out of 5

Courses

Administrative Empowerment Course –Princess Noura University
Total Quality Management (TQM) Course –Princess Noura University
Exchange and Transfer Operations Course –Droop Platform
Malpractice in Banking and Financial Transactions
Computer Basics Course –Droop Platform
English Language Course (Four Levels) Gulf Institute
Advanced Language Course –Gulf Institute
Distinguished Accountants Course –Iqra