

Accounting | Sales | Petty Cash | Purchasing | Leadership

Detail-oriented and highly motivated Senior Accountant with 4 years of hands-on experience in financial reporting, account reconciliation, and maintaining compliance with local tax and regulatory requirements. Proficient in using accounting softwares (e.g., SAP, ERP System) and advanced Excel functions to streamline financial processes and improve accuracy.

Work Experience

SENIOR ACCOUNTNAT  
MAR 2023 – PRESENT

Al Arkan Steel & Industrial Company  
Dammam, Saudi Arabia

- Supervised AR/AP Functions: Managed and oversaw the accounts receivable and payable processes to ensure efficient operation and compliance with company policies.
- Cash Flow Management: Monitored and analyzed cash flow, ensuring timely collections and vendor payments to maintain optimal financial health.
- Credit Risk Management: Assessed customer credit risk, established credit limits, and implemented strategies to minimize overdue payments and bad debts.
- AR/AP Reconciliation & Reporting: Led monthly reconciliations of AR/AP accounts and prepared detailed aging reports and analysis for senior management.
- Commercial Invoices & Letter of Credit Support: Issued commercial invoices and prepared necessary documents for letter of credit issuance for all orders.

ACCOUNTNAT  
MAR 2021 – MAR 2023

Al Arkan Steel & Industrial Company  
Dammam, Saudi Arabia

- Invoice Generation & Processing: Generated and processed customer invoices (AR) and verified vendor invoices (AP) for accuracy and compliance.
- Payment Collection & Follow-up (AR): Tracked overdue customer payments, followed up on outstanding balances, and updated AR records.
- Vendor Payment Processing (AP): Reviewed vendor invoices, ensured timely payment processing, and maintained accurate AP records.
- AR/AP Reconciliation: Assisted in reconciling AR/AP accounts and contributed to the preparation of aging reports and resolving discrepancies.

Education

|                                      |               |                                    |
|--------------------------------------|---------------|------------------------------------|
| Associate Degree in Accounting       |               | Institute of Public Administration |
| Nov 2020                             | GPA: 4.1/5    | Dammam, Saudi Arabia               |
| English As a Second Language Program |               | University of Iowa                 |
| Aug 2018                             | Grade: 96/100 | Iowa, United States of America     |

Skills & Languages

- Sales & Customer Services
  - Problem-solving
  - Arabic: Native
- Multitasking
  - Communication
  - English: Proficient
- Leadership
  - Project Management