

BAYADIR AL SULTAN

✉ bayeder1@hotmail.com ☎ 0530451934 📍 Dammam, Bakr Bin Hazam Street

Objective

My goal is to join a professional work environment that enables me to develop my practical and scientific skills, gain new experiences, be an active member, producer of success, and contribute to developing the workplace in which I work.

Experience

RECEPTION| AL-SHIFA MEDICAL COMPLEX IN DAMMAM| APR 2022 – JUN 2023

- . Greeted and assisted patients professionally.
- . Managed appointment scheduling and patient inquiries.
- . Maintained patient records and ensured confidentiality.

ACCOUNTANT| SAUDI NAFFCO FIREFIGHTING SYSTEMS COMPANY | SEP 2023 – PRESENT

Petty Cash Management:

- . Maintain and reconcile the petty cash fund.
- . Document all petty cash transactions and ensure proper approvals.

Accounts Payable:

- . Process invoices and ensure timely payments to vendors.
- . Verify accuracy of invoices and resolve discrepancies.

Financial Record-Keeping:

- . Ensure all transactions are recorded accurately in the accounting system.
- . Assist with month-end and year-end closing processes.

Education

DIPLOMA IN FINANCIAL MANAGEMENT | JUNE 2018| IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY, DAMMAM COMMUNITY College

BACHELOR'S IN Financial Management| AUG 2022 | SAUDI ELECTRONIC UNIVERSITY

Skills & Abilities

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|--|-------------------|
| • Accounting & Budgeting | • Public Speaking |
| • Auditing | |
| • Excellent interpersonal and communication skills | Problem solving |
| | • Computer |

Activities and Interests

Hiking , skiing , travel , Volunteer work