

# Abdulrahman Ibrahim Aljurbua

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## Professional Overview

Results-driven accounting graduate with hands-on experience in accounts payable, financial reporting, and reconciliation. Skilled in handling financial transactions, analyzing variances, and ensuring compliance with internal controls. Adept at using banking systems and Excel tools to streamline accounting operations. Proven ability to collaborate across departments and deliver process improvements that enhance efficiency and reduce risk.

## EDUCATION

**Bachelor's Degree in Accounting** | Imam Abdulrahman Bin Faisal University, Khobar, Saudi Arabia | 2024

- GPA: 4.85 Out of 5.00

## EXPERIENCE

**Junior Accountant, Twareat Medical Company, Al Khobar, Saudi Arabia**

**Oct 2024 – Mar 2025**

- Processed full accounts payable cycle and verified invoices according to financial policy.
- Performed monthly account reconciliations and identified discrepancies affecting cash flow.
- Collaborated cross-functionally to gather documentation and maintain audit readiness.
- Generated cash flow reports and monitored payment status to support budgeting efforts.
- Executed payments using e-banking platforms and ensured compliance with accounting standards.
- Proposed and implemented process enhancements to improve operational accuracy.

**University Internship Program Saudi Aramco, Dhahran, Saudi Arabia**

**Jul 2023 - Aug 2023**

- Reviewed and entered financial documents and processed vendor invoices.
- Assisted in resolving internal finance system issues and supported data collection efforts.
- Improved file management and documentation practices in support of internal controls.

## ACHIEVEMENTS

- Achieved Academic Excellence for four consecutive years: GPA 4.73 (2020), 4.759 (2021), 4.82 (2022), and “Excellent” rating (2023) at Imam Abdulrahman Bin Faisal University.

## COURSES

- Community Work Principles and Fundamentals Course (Raed Basic)** | Al Fozan Academy | Jul 2023
- Venture Capital and Investment Finance** | University Vice Presidency for Scientific Research and Innovation | Apr 2023
- Investment in Real Estate Projects** | University Vice Presidency for Scientific Research and Innovation | Apr 2023
- Fundamentals of Accounting in Non-Profit Organizations Workshop** | VMS | Apr 2023
- How to Present a Business Plan and Financial Feasibility Study** | Edraak | Mar 2023
- Financial Management Skills** | Edraak | Mar 2023
- Advanced Excel Skills** | Edraak | Mar 2023

## TECHNICAL SKILLS

- Excel for Financial Modeling** | Skillful in creating financial models using Excel functions and formulas for analysis.
- Journal Entry Recording** | Familiarity in recording journal entries and maintaining precise financial records systematically.
- Account Categorization** | Skilled in recording and classifying accounts to maintain an organized and systematic ledger.
- Financial Statement Extraction** | Skilled in extracting and presenting financial statements for comprehensive analysis.
- Data Analysis** | Capable of analyzing financial data to provide insightful recommendations for decision-making processes.
- Accounting Book Preparation** | Skilled in preparing and overseeing accounting books to ensure accuracy and compliance.
- Financial Reporting** | Capable of preparing comprehensive reports for stakeholders and regulatory bodies systematically.

## PERSONAL SKILLS

- Creativity
- Flexibility
- Problem-Solving
- Continuous Learning
- Analytical Thinking
- Self-motivation
- Adaptability
- Team Collaboration
- Effective Communication

## LANGUAGES

- Arabic (Native)