

BANAN AL HILAL

Khobar, Saudi Arabia | banan.mubark@hotmail.com | (+966) 54 533 9996

SUMMARY

Detail-oriented and dedicated accounting professional with solid experience in financial reporting, accounts payable/receivable, VAT compliance, and budgeting. Skilled in using accounting software and Microsoft Office to maintain accurate records, prepare reports, and ensure compliance with financial regulations. Adept at working under pressure to meet tight deadlines while maintaining accuracy and supporting organizational financial objectives.

PROFICIENCIES

- **Languages:** Arabic, English
- **Skills:** Financial Reporting & Accounting Software, Customer Relationship Management (CRM), Problem-Solving & Conflict Resolution, Team Collaboration & Cross-Functional Communication, Adaptability & Time Management, Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Ability to Work Under Pressure

EDUCATION

Diploma in Accounting – King Faisal University (2013)

Certified Public Accountant (SOCPA) – Saudi Organization for Certified Public Accountants

EXPERIENCES

Accountant | King Faisal University (Jan2014 -Jan 2015)

- Managed day-to-day accounting operations, including journal entries, reconciliations, and expense tracking.
- Prepared and reviewed financial statements in compliance with accounting standards.
- Coordinated with internal departments to ensure timely submission of financial data.
- Assisted in the preparation of annual budgets and audit reports.

Accountant | Project Pioneers Company Limited (Jan2021- Feb2022)

- Recorded and reconciled daily sales with bank deposits.
- Managed accounts payable/receivable and VAT compliance.
- Prepared monthly financial statements and expense reports.

Accountant | Magrbi (Mar2022- Dec2023)

- Issued customer invoices and maintained accurate billing records.
- Tracked supplier payments and monitored outstanding balances.
- Assisted management with financial data analysis to support decision-making.

COURSES & CERTIFICATIONS

- Business Professional Skills – Sama Elite Center for Training
- Leadership and Success Skills – Sama Elite Center for Training
- Effective Administrative Supervision – Institute of High Performing Women Cadres