

Personal Information

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Professional Summary

An administrative accountant with extensive experience in accounting and business administration. Worked in large companies and was responsible for preparing daily entries, bank reconciliations, and financial supervision, in addition to managing contracts, following up with tenants, purchases, warehouses, and supporting all departments. Distinguished by accuracy, financial analysis skills, problem-solving, and commitment to administrative and financial tasks.

Education

Bachelor of Business Administration
Diploma in Accounting
Diploma in Office Management

Work Experience

Accountant – Al-Jabri Company for Dates, Sweets, and Pastries: - Prepared entries inventory adjustments – bank reconciliations – daily entries. - Monitored bank balances daily using Excel. - Reconciled supplier accounts monthly. - Prepared and delivered due checks. - Audited customer balances and coordinated collections. - Prepared transfers and deposits. - Posted invoices. - Recorded daily expenses and revenues. - Calculated costs for contractors and products. - Conducted periodic inventories. - Monitored purchases and warehouses.

Accountant – HAMAT Real Estate Company: - Supervised maintenance works at the center. - Followed up on invoices, quotations, and contractors. - Coordinated with security and safety to resolve client issues. - Supported marketing campaigns and events. - Followed up on leasing operations and tenant issues. - Reviewed contracts and rental details. - Collected payments from tenants and issued invoices. - Managed warehouses and conducted inventories. - Reviewed purchases and invoices. - Responsible for petty cash 100,000 SAR. - Supported all departments maintenance, safety, contracts, marketing, finance.... - Managed recruitment screening CVs, interviews, employee selection. - Supervised attendance system, vacations, performance reports.

Skills

Accounting Skills: Daily entries, bank reconciliations, supplier and customer reconciliations.

Financial Skills: Preparing financial and administrative reports, contract and rent follow-up.

Administrative Skills: Monitoring daily operations, supervising warehouses and purchases.

Technical Skills: Oracle – Microsoft Dynamics – Excel – Sajaia – Jisr.

Personal Skills: Accuracy, ability to work under pressure, time management, effective communication.