

Abdullah Alessa

Accountant | Treasury | Payroll

✉ Alessabdullah9@gmail.com ☎ 0544483778 📍 Eastern province, Saudi Arabia

Profile

Seeking a challenging position in the field of accounting where I can apply my academic background, analytical skills, and attention to detail to contribute to accurate financial reporting and compliance, while gaining practical experience and growing professionally.

Education

Technical and Vocational Training Corporation
Diploma in Accounting

Saudi Arabia

Professional Experience

Treasury Accountant - Payroll
Al Marai company

Aug 2024 – present
Dammam, Saudi Arabia

Managed daily cash transactions and monitored bank operations.
Prepared cash flow reports and processed operational expenses.
Handled payroll preparation and disbursement for labor workers cash and bank transfers, with proper documentation
Reconciled bank statements and maintained petty cash accuracy.
Ensured compliance with financial policies and maintained data confidentiality.

Sales Management
Napco National

Nov 2020 – Aug 2024
Dammam, Saudi Arabia

Developing and implementing a comprehensive sales plan to expand the customer base.
Setting clear and measurable sales targets, monitoring team performance.
Building strong, long term relationships with customers. Providing insightful sales, revenue, and expense reports to inform strategic decision making for the management team.

Skills

- Oracle
- Analytical thinking
- Time and priority management
- Cash Handling
- Microsoft office
- Accuracy and Attention to Detail Problem-Solving
- Communication and Negotiation
- Teamwork

Certificates

Saudi Organization for Chartered and Professional Accountant
SOCPA Associate Membership

Languages

Arabic



English

