

REEMA MUNEEF ALMUNEEF

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SUMMARY

Finance graduate with hands-on experience in accounting, financial reporting, and compliance. Proven ability to reconcile accounts, prepare reports, and assist in audit processes. Highly organized, detail-oriented, and eager to grow in a dynamic finance and accounting role.

EDUCATION

Bachelor's Degree in Finance

Al Asala University, Dammam — Graduated: March 2023

GPA: 3.4 / 4 | Honors

EXPERIENCES

Bakodah & Company CPA – Nexia International - **Semi-Senior Accounting Specialist**

October 2024 – Present

- Prepared and reviewed monthly and quarterly financial statements for corporate clients
- Conducted account analysis and reconciliations, ensuring accuracy and regulatory compliance
- Prepared VAT returns and ensured timely submission in accordance with ZATCA regulations
- Assisted in preparing financial documentation for external and internal audits
- Provided financial consulting for clients across various industries
- Supported clients in enhancing financial controls and compliance processes
- Prepared periodic financial reports submitted to the Commercial Court for companies under Bankruptcy Law and Liquidation Procedures, ensuring compliance with Saudi insolvency regulations

Bakodah & Company CPA – Nexia International - **Accounting Specialist**

August 2023 – September 2024

- Posted journal entries and performed reconciliations for bank, supplier, and customer accounts
- Created chart of accounts for newly established companies
- Uploaded company budgets and financials to the Ministry of Commerce's "Qawaem" platform
- Prepared VAT files and supported Zakat and tax reporting

Al Tayseer Financing Company - **Credit Officer** (Tamheer Internship Program)

May 2023 – July 2023

- Evaluated creditworthiness by analyzing income, debt, and repayment history
- Processed and reviewed loan applications in line with internal credit policies
- Used Simah and Kastle systems for credit checks and risk analysis
- Recommended financing solutions based on client financial profiles

Al Muhaidib Group – **Intern Accountant** (Cooperative Training)

December 2022 – March 2023

- Recorded journal entries and maintained general ledger accuracy
- Performed vendor and bank reconciliations
- Assisted in preparing monthly financial reports and depreciation schedules
- Used Tally ERP for daily accounting tasks

CERTIFICATIONS & COURSES

Accounting & Legal Courses:

- SOCPA CAT – Technical Accounting Preparation Course (2024)
- Fundamentals of Accounting (2024)
- Financial Reporting & Analysis (2024)
- VAT Compliance and Filing – Practical Training (2024)
- Evidence Law in Commercial Disputes – Eastern Province Chamber / Ministry of Commerce (2023)
- Anti-Money Laundering and Terrorist Financing – Bakodah & Co. (2023)

Data & Technical Skills:

- Data Analysis using Excel– Doroob (2023)
- Introduction to Financial Analysis – Doroob (2022)
- Google Workspace Tools for Accountants (2023)

Soft Skills & Workplace Readiness:

- Communication Skills – Finance Degree Curriculum
- Explore Yourself – Doroob Program (2021)
- Workplace Soft Skills – Doroob (2022)
- Time Management & Task Organization (2023)

Language Certification:

- IELTS – Overall Band Score: 5.0

TECHNICAL SKILLS

- Financial reporting & statement preparation
- VAT file preparation.
- Journal entries and account reconciliation
- Budget uploading (Qawaem platform)
- Software: Microsoft Excel, Tally, Smack and Oracle
- Platforms: Simah, Kastle

CORE COMPETENCIES

- Strong numerical and analytical abilities
- Accuracy and attention to detail
- Effective communication and teamwork
- Deadline-oriented with strong time management
- Adaptable and fast learner
- Organized, dependable, and results-driven
- Fast learner with adaptability in new systems and tools

LANGUAGES

- **Arabic** – Native
- **English** – Advanced (IELTS Band 5.0)