

Khaled Abdullah Alqoton



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Dammam, Saudi Arabia

SUMMARY

I am a motivated accounting trainee with hands-on experience in invoice processing, reconciliation, and report preparation gained at Al Tamimi Company. I am proficient in Excel and familiar with accounting procedures, policies, and software, ensuring accuracy and compliance. I hold a Bachelor's degree in Financial Business and have completed multiple courses in accounting, data analysis, and auditing. I am also an associate member of SOCPA, eager to further develop my professional skills and contribute to financial operations.

EXPERIENCE

Al Tamimi Company | Saudi Arabia

Fresh Graduate | Accounting Department | September 2024– December 2024

- Input invoice details into Excel sheets, including invoice numbers, dates, and vendor details.
- Cross-checked invoices against purchase orders and delivery receipts to ensure accuracy.
- Assisted in the reconciliation of invoice records with accounting books or payment records.
- Assisted in preparing reports on invoice status, outstanding payments, or payment schedules.
- Ensured all invoice data complies with company policies, and maintained organized records.
- Gained practical knowledge of accounting processes, software, and procedures under supervision.

EDUCATION

Al Asala University | Saudi Arabia

Bachelor's Degree in Financial Business | 2020 – 2025

COURSES

- Mathematical Formulas for Data Analysis Course | Doroob Platform | November 2025.
- Preparatory Program for Accounting Technician Certification Exam | SOCPA | October 2025.
- Administrative and Government Accounting Course | SOCPA | August 2025.
- Microsoft Excel Course | Doroob Platform | August 2025.
- Auditing Course | SOCPA | May 2025.

PROFESSIONAL ACCREDITATION

- Associate Member | Saudi Organization for Chartered & Professional Accountants (SOCPA).

SKILLS

- **Technical Skills:**
 - Invoice Processing & Verification
 - Reconciliation of Financial Records
 - Financial Reporting
 - Knowledge of Accounting Procedures
 - Data Analysis
 - Proficiency in Microsoft Office Suite
 - Strong General Computer Skills
- **Soft Skills:**
 - Communication Skills
 - Problem-Solving
 - Attention to Detail
 - Time-Management
 - Flexibility & Adaptability
 - Collaboration & Teamwork
 - Leadership Skills

LANGUAGES

- Arabic
- English