

Asayel Alghamdi

Dammam, Saudi Arabia
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Experience

Tayseer Finance

Dhahran, Saudi Arabia

Treasury Accountant

Jun 2025 – Present

- Analyze the company daily Cash Liquidity Management and Position.
- Monitor cash flows and ensure sufficient liquidity to meet daily operational needs.
- Communicate with banks to manage accounts and credit facilities, and negotiate terms as needed.
- Record journal entry.
- Process bank payment.

NBTC- Naser Al-Baddah

Khobar, Saudi Arabia

Accountant - Account Payable Analyst

Jun 2022 – Jun 2025

- Responsible of the AP for both of company branches invoices such as Service and Material invoice and Insurance invoice.
- Verify invoices accuracy, completeness, and ensure that it complies with VAT standards and matches the purchase order.
- Process invoices entry in SAP system.
- Follow up on the Advance Payment invoices.

Mohammad Dossary Hospital

Khobar, Saudi Arabia

Treasury Officer

Mar 2021 – Mar 2022

- Daily review of the bank balances.
- Process bank payment .
- Responsible for the petty cash.
- Payroll deposit.

Alinma Bank

Dammam, Saudi Arabia

CO-OP Training

Dec 2018 – Jan 2019

- Essential Banking Rules including Bank's services and polices.
- Essential Banking Transactions including customer services, deposit and transfer, process of account opening, and cheques services.

Education

Imam Abdurrahman Bin Faisal University

Dammam, Saudi Arabia

Business Administration – Finance

Sep 2016 – May 2019

Certificates

- **IFCE3 – Insurance Foundations Professional Exam** - The Financial Academy Apr 2025
- **Excel Crash Course** – Corporate Finance Institute Jul 2020
- **Financial Statement Reporting** - Imam Abdurrahman Bin Faisal University Jan 2019

Skills

Languages: English – Arabic

Computer Skills: Microsoft office

Strengths

Adapting – Teamwork – Management – Communication Skills