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Mortaja J Almuallem

Finance And Accountant

OBJECTIVE

Highly motivated and Talented Finance graduate A thorough understanding of the Finance sectors and Accounting, capable of preparing financial statements, seeking an opportunity to equip my practical financial skills to achieve the organization's mission and vision.

EXPERIENCE

Accountant *Abdulahab Mansour Al Moallam Sons Company*

Dammam, Feb 2019 - Apr 2021

- Posting and processing journal entries to ensure all business transactions are recorded.
- Preparing and reviewing expense, invoices, and other accounting documents.
- Reconciling accounts like banks, Accounts Receivables and payables.
- Substantiating financial transactions by auditing documents.
- Assisting team in the preparation of monthly/yearly closings.
- Assisting in the processing of balance sheets, income statements and other financial statements according to the financial guidelines.

Accountant -Saudi Archirodon

Khobar , Jun 2021 - Present

- Obtaining, validating and communicating/sharing all accounting documents regularly (such as invoices, advices, instructions, statements, reports, etc).
- Posting all cash and general accounting entries (including Stores auto-entries) to the books of accounts, updating these entries upon getting approval, and, if applicable, sending the debit or credit advices to concerned parties.
- Performing monthly intercompany account reconciliation, and coordinating with sites and offices to match balances.
- Applying for code number for new and qualified equipment by filling the ERF and completing its attachments.
- Providing accounting policies/procedures orientation for new accountants or assistant accountants.
- Filing documents and doing relevant clerical work as applicable.
- Performing other accounting work tasks requested by the chief accountant.

EDUCATION

Omaha , NE , USA

Feb 2013 - 2017

Bachelor's degree in Finance and Banking

University of Nebraska at Omaha , Omaha, NE, USA

Major: Finance and Banking

SKILLS

- Problem-Solving
- Customer service
- Management
- Teamwork
- Financial Modeling
- Work well individually and within a team
- Budgeting and Forecasting
- Financial Analyzing & Reporting & Modelling
- Accounting Principles
- Attention to detail
- Financial Accounting
- Flexible & Adoptable
- Ability To Innovate and Implement New Ideas

LANGUAGES

English
Advanced

Arabic
Advanced

CERTIFICATIONS & COURSES

Corporate Finance Institute (CFI)

Financial Modeling & Valuation Analyst (FMVA) (AUG 2020)

The Institute of Finance (IOF) **Saudi Arabian Monetary Authority Jul 2018**

- Retail Banking Professional Foundation Certificate
- Insurance Foundation Certificate