

Ibrahim Ali Mahmoud Hafez

Accountant

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Saudi Arabia _ Tabuk

summary

Detail-oriented Accounts Receivable and Payable Accountant with 3 years of experience in managing customer and supplier accounts. Skilled in financial reporting ,account reconciliation, and Microsoft Office tools. Looking to leverage accounting expertise to contribute to organizational success and efficiency.

Education

Beni Suf University

Bachelor's Degree in Accounting and Business Administration -2022

Work Experience

Abdullah Abdeen Factory-Tabuk, Saudi Arabia

Accounts Receivable & payable Accountant (2022-2025)

- Managed Customer and supplier accounts,ensuring accurate tracing of receivable and payables.
- Prepared invoices, processed supplier payments, and maintained detailed financial closings.
- Streamlined payment processes, improving cash flow and vendor relationships.

Courses

Specialized Diploma in Microsoft Office (Word,Excel,PowerPoint)

Skills

- Accounts Receivable & Payable Management
- Financial Reporting & Documentation
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Data Analysis and Reconciliation
- Time Management and Attention to Detail
- Skilled in working with Microsoft Dynamics 365

Personal Data

- **Date of Birth:** 14 August1999
- **Marital Status:** Single

Language

- **Arabic:** Native
- **English :** Very Good