

RAWAN BUHULAIGAH

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EDUCATION

Royal University for Women, Riffa - Bahrain

Bachelor in Business in **Banking & Finance**

Graduated June 2012



WORK EXPERIENCE

Novel Homes - Head Office, Dubai -UAE

Property Accountant

June 2017- Present

- Record and process accounts payable and accounts receivable
- Provide financial decision support to the management group
- Prepare common area maintenance and real estate tax reconciliations
- Assist management with special projects and other tasks as assigned
- Prepare monthly, quarterly and year-end financial statements/reporting



Schlumberger - Head Office, Dubai - UAE

Management Accountant

Feb 2017- May 2017

- Provided support & guidance to Accenture on the day-to-day payable issues
- Reviewed monthly Accounts payable metrics to ensure accuracy & action items
- Provide financial decision support to the management group
- Sat action plans to improve the lead time, cost reduction, and payment on time.
- Utilized financial result and analysis to develop recommendation
- Assisted on periodic audits internally and external audits
- Review all accepted and refunded transaction for each transaction
- Prepared petty cash payment & vouchers as needed internally & externally



Accounts Payable Supervisor

Aug 2014- Feb 2017

- Enforced and monitored AP procedures by ensuring adherence to the policies & procedures in place
- Developed & implemented AP initiatives in the Supply Service Center and supported GeoUnits
- Settled all the 3rd party supplier invoices as per the standard procedures
- Identified opportunities and implemented actions to fill the process gap & reduce NPT for cost saving
- Directly involved in merging M-I-SWACO to Schlumberger with their finance team



Payable Accountant

May 2012- July 2014

- Collaborated with the supplier with invoices and payments; involved in verification of invoices
- Resolved supplier issues with the 3rd party and handled refunds and checks.
- Processed payments according Schlumberger's terms.
- Cleared balance sheet reconciliation of 88 accounts.
- Created 50 payment templates to save entry time for Global employee's payroll payment.



ACTIVITIES, CERTIFICATE AND AWARDS

Genius MAP Education, Dubai -UAE

- Volunteered teaching online

Jan 2017 - Present

SKILLS

- Excellent knowledge of cost control, taxation, and resource optimization
- Problem-Solving, leadership, training, and communication skills
- Experience in enforcing and maintaining policies and procedure
- Daily use of operating systems including Microsoft Windows & Mac OS
- Fluent in English and Arabic