

Mohammad Tahir Alhemaiany

Jeddah, Saudi Arabia | +966 599559892 | M7m9.1998@gmail.com

Objective

Skilled in controlling budgets, processing invoices, and handling various accounting functions in a focused and precise manner. Key contributor to maintaining compliant and sustainable business operations. Consistently accurate in tracking expenses, reconciling accounts, and supporting audits.

Experience

Siblings Co | Accountant **Apr 2023 - Jun 2024**

- Entering purchase invoices for suppliers and match statements monthly.
- Entered company expense invoices.
- Reconciling the bank account with purchases and revenues on a weekly basis.

Soul Agency | Accountant **Apr 2022 – Feb 2023**

- Ensure that the invoices contain all the required information.
- Generated quarterly financial reports detailing company revenues and expenses.

I'm Hungry | Fixed Assistant **Oct 2021 – Jan 2022**

- Kept updated knowledge of developments in branches and warehouses.
- Conducted asset inventory in branches and warehouses, and labeled them with tags.

Jarir Bookstore | Salesman **Sep 2019 – May 2021**

- Handled customer objections with professionalism, consolidating consumer trust.
- Used effective communication, sales, and upselling techniques to identify and capitalise on sales opportunities.

Education

Institute of Public Administration, Jeddah **2021**
Diploma in Accounting

Certification

EMS Language centre, Malaysia **2025**
Upper Intermediate

Investment Academy, Certificate of Attendance Capital Market Exam CME-1 **2023**

SOCPA, Certificate of Associate membership **2021**

The Financial Academy, Insurance Foundations Professional Exam **2018**