

SARAH ALDERWISH

Accounting

CONTACT

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- 📍 Saudi Arabia ,Riyadh

EDUCATION

Bachelor of Accounting
College Of Technology
2023

SKILLS

- Microsoft Office
- Teamwork
- communication and organizational
- Research and analysis
- Attention to detail and precision
- SMACC Software
- Oracle-ERP
- Invoicing and payment management
- Payroll processing and reporting
- Financial statement preparation

LANGUAGES

- ARABIC
- ENGLISH

ABOUT ME

Highly skilled accounting graduate with 3 years of hands-on experience in invoicing, payment management, payroll processing and reporting. Proven ability to analyze financial data, ensure accuracy, and maintain detailed records. Adept at working independently and as part of a team.

WORK EXPERIENCE:

Accountant at Al Jazeera Contracting Company (2021 - 2024)

- Disbursed employee financial entitlements.
- Managed accounts payable and receivable.
- Prepared periodic financial reports.
- Reviewed and audited financial invoices.
- Followed up on debt collection.
- Provided accounting support to other departments.

Accountant at Al Yanbu International Schools (5 months)

- Issued financial invoices in the Samak system.
- Delivered salaries to employees.
- Prepared periodic financial reports.

Coop Training at Princess Noura University (6 months)

- Managed the revenues and expenses of the Student Fund.
- Prepared periodic financial reports.
- Provided accounting support to fund staff.

COURSES

- Distinguished Accountants Program | 2024
- Accounting and accounting tools | 2023
- Human Resource Management | 2023
- Saudi Labor System | 2023
- Strategic Planning Management | 2023
- Intensive English Language Program | 2020
- Job Seekers Skills | 2019
- Professional Protocol | 2019
- Teamwork and Time Management | 2019
- Introduction to Human Resources | 2018
- English Language Course | 2017