

DOAA ATEQ ALRAFEL

Accountant

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Jeddah, Saudi Arabia

CAREER OBJECTIVE

A business Administration graduate with hands-on experience who has a willingness to learn and support business operations, interested in a challenging position in a reputable company. Coming with the goal-oriented mindset and the ability to work effectively in a team-oriented environment, as well as great interpersonal communication skills to relate with teammates and others.

WORK EXPERIENCE

ACCOUNTANT – Saeed Fakhry Company | 2022 – Present

- Prepare Financial Statements: Create monthly and annual financial reports ensuring accuracy and transparency.
- Manage VAT: Calculate and prepare VAT reports for tax compliance.
- Support Medical Center: Handle finances for the Kidney Dialysis and Cardiac Catheterization Center.

ACCOUNTANT - Hilton Hotel | Dec 2015 – Oct 2021

- Oversee ledger reconciliation and manage accounts payable/receivable.
- Manage Deferred Accounts and Prepare Annual Reports.
- Customer Service and Call Center Support: Provide customer support and respond to inquiries via phone.

ACCOUNTANT - Meza International Tourism and Services Limited Company | Sept 2014 – May 2015

- Customer Service and VIP Reception: Provide exceptional service and reception for important and well-known individuals.
- Create Executive Cards: Design and issue executive cards for key personnel.
- Schedule Travel Plans: Organize and manage travel itineraries for executives and VIPs.

ACCOUNTANT - Azzam Trading and Contracting Limited Company | Nov 2013 – May 2014

- Investigate the causes of discrepancies, such as missing transactions, recording errors, or timing differences.
- Make necessary adjustments or corrections to the ledger entries.
- Ensure that all reconciled transactions are accurately reflected in the company's accounting software or ledger.

ACCOUNTANT - Al-Sawani Supply of Foodstuffs and Industrial Tools Company | Oct 2011 – Jan 2012

- Monitor and record the costs associated with clothing inventory to ensure accurate financial reporting.
- Record and reconcile daily sales transactions to maintain accurate financial records.
- Generate regular sales reports to analyze revenue trends and inform business decisions.

EDUCATION

NOOR BUSINESS ACADEMY - Jeddah, Saudi Arabia | 2024

- Diploma in Administration Diploma

KING ABDULAZIZ UNIVERSITY - Jeddah, Saudi Arabia | 2019

- Bachelor's degree in Sociology

JEDDAH INTERNATIONAL INSTITUTE - Jeddah, Saudi Arabia | 2010

- Diploma in English language

SKILLS

Software Skills: MS Office (Word, Excel, Outlook, PowerPoint).

Languages: Bilingual in Arabic and English.

Other Skills: Financial Reporting, Accounting Software Proficiency, Attention to Detail, Analytical Skills, Budgeting and Forecasting, Tax Preparation, Auditing, Regulatory Knowledge.