Dabeh Albuainain

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SUMMARY :

I strive to apply my acquired experience and skills within a competitive work environment that enhances my ability to progress and develop my competencies, while also providing opportunities to gain new knowledge and expertise

EDUCATION :

Bachelor's Degree in Physics

- University of Hafr Al Batin, Saudi Arabia | 2024

EXPERIENCES :

Accountant | Aldanah Center, Saudi Arabia

December 2020 – March 2024

- Prepared monthly and annual financial statements accurately in accordance with approved accounting standards
- Managed VAT calculations and prepared and submitted tax returns to relevant authorities
- Conducted internal audits and analyzed financial statements to extract key financial performance indicators
- Prepared balance sheets and performed bank reconciliations to ensure the accuracy of financial records
- Maintained the accuracy of accounting data through periodic account reconciliations

Accountant | Bright Administrative Resources Company for General Contracting

September 2025 – April 2026

- Managed daily accounting operations and tracked receivables and payments for projects
- Contributed to preparing financial reports that support managerial decision-making

COURSES :

- Security, Safety and Occupational Health
- Time Management
- Strategic Project Growth
- Content Marketing in E-commerce
- Excel Software

SKILLS :

- Analyze financial statements
- Prepare financial reports
- Using accounting software
- Knowledge of accounting controls and financial laws
- Proficient in computer use, Microsoft Office programs
- Time management and ability to prioritize tasks
- Teamwork and collaboration skills
- Planning and organizational skills
- Decision-making and problem-solving abilities
- Effective communication skills

LANGUAGES :

- Arabic Language - Native
- English Language - Intermediate