

Po box 50232 jeddah 21523
6778 jeddah 23621
Mobile: +966545940429
Ms.dan2010@gmail.com

DANYA ABDULLA

Dear

With great willingness, I am applying for this position, which was advertised. I believe that my education, skills, and experience make me a suitable candidate for this vacancy.

I am a highly organized and self-driven individual, passionate about developing my career in the field of accounting & finance. My commitment can be gauged from the fact that am an accredited holder of a master degree with Professional Accounting from Economic and Administration College.

Possessing Approximately 8 years of experience 7 from it working in diverse accounting , I have gained an extensive insight within this field. My key competencies include, but are not limited to, maintaining financial records, managing risk assessment, managing customer's budget and minimizing the revenue leakage. Furthermore ,Bank Reconciliation ,Jv GL Last but not least Trial Balance & statements.

Proactive, innovative and highly influential, I am seeking a challenging but rewarding position, which is why I was naturally drawn to this exciting opportunity.

Thank you for your consideration of my application.

Regards
Danya abdullah

DANYA ABDULLA

OBJECTIVE Create a positive addition and raise the overall level in the company.

- SKILLS & KNOWLEDGE**
- Analyzing and critical thinking with searching for solutions.
 - Quick learner with developing the usage of what I learned.
 - Strong quantitative and analytical skills.
 - Flexibility and good-ability to manage the priorities.
 - Work under pressure.
 - Knowledge of internationally & domestic accepted relevant accounting standards.
 - Knowledge of computer and all the main apps.
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EXPERIENCE

General Accountant(Manager)-solar Installer company

06/2019 Till now

- Prepare asset, liability and capital account entries by compiling and analyzing account information
- Document financial transactions by entering account information
- Recommend financial actions by analyzing accounting options
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports
- Substantiate financial transactions by auditing documents
- Maintain accounting controls by preparing and recommending policies and procedures
- Reconcile financial discrepancies by collecting and analyzing account information
- Secure financial information by completing database backups Verify, allocate, post and reconcile transactions
- Provide technical support and advice on management
- Provide input into department's goal setting process
- Prepare financial statements and produce budget according to schedule
- Support month-end and year-end close process
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Communicate effectively with clients
- Contribute to a strong client relationship through positive interactions with client personnel
- Communicate with Manager and/or Director on work status and client issues that arise
- Cooperating with the HR to manage their system and making the payroll.

WESTERN REGION SUPERVISOR (Sr. Officer - Revenue Assurance)- Al Tayyar Group

- 10/2012 Till 5/2019
- Develops the schedule for the revenue assurance process across all product/services categories with defined timelines and ensures timely & efficient execution of all articulated plans.
- Performs daily control and reporting activities on key revenue management process in order to ensure effective recording, processing and billing of revenue generating events.
- Assists in implementing all initiatives aimed at minimizing revenue leakage in order to ensure effective revenue assurance process for the SBU in coordination with the Financial Control Department.
- Validates and ensures that product/services prices on the billing systems are in sync with marketing price list.
- Evaluates and analyses opportunities to revise the revenue process and their implications on other interrelated aspects of funding and budgeting. Makes recommendation on process improvements and preventive control.
- Analyses revenue leakages and develops processes aimed at preventing revenue leakages based on profiles, trends and patterns of previous revenue leakages.
- Prepares monthly and annual revenue assurance reports to identify the areas of revenue leakages and the corrective actions with its recovered revenue.
- Cooperate with the Corporate Finance with regard to Corporate Controls compliance Maintain documentations for audit purpose.
- Making the necessary Accounting Constraints on the rent expenses of the western region & the annual Adjustment and the commercial franchise Branches
- Directing colleagues to correct accounting transactions.
- solve the problems of debtors and creditors, follow-up closure of the quarter Access to the end of the year.

SECRETARIAL IN SAE

10/2011 Till 09/2012

Management correspondence and calls Follow-up, Organizing Reservations, bookings, travel, meetings, review the invoices and organize their archives.

EDUCATION Currently - Saudi Organization for Certified Public Accountants -SOCPA

Already have been pass one of five subjects.

King Abdul-Aziz University-Jeddah-Master

Master in Professional Accounting- average 4.81 – have had Master Excellence certificate from king Abdul-Aziz University.

King Abdul-Aziz University-Jeddah-Bachelors

Bachelors in accounting- King Abdul-Aziz University-Average 3.57.

REFERENCES SOMAIA AWAD SALLAM

ACCOUNT'S SUPERVISOR – WP - Al Tayyar Group Co

Mobile - +966582877765 Email-s_sallam_2006@hotmail.com

| The Course Name | The Organization | Year of issuing |
|--|---|------------------------|
| Training of Trainers(TOT) | SCIENTIFIC ADMINISTRATIVE INSTITUTE | 2018 |
| Work Smarter not Harder | HUMAN RESOURCES DEVELOPMENT FUND | 2017 |
| Leadership and supervisory skills | HUMAN RESOURCES DEVELOPMENT FUND | 2017 |
| Computer Skills | HUMAN RESOURCES DEVELOPMENT FUND | 2017 |
| Introduction to the Word program | HUMAN RESOURCES DEVELOPMENT FUND | 2017 |
| General English | Berlitz | 2017 |
| Preparing the internal auditor Report | The Saudi institute of internal Auditors | 2014 |
| General English | The oxford English Academy | 2011 |
| Front Page | King Abdualaziz University | 2008 |
| INTERNET | King Abdualaziz University | 2007 |
| The art of dialogue and persuasion | King Abdualaziz University | 2007 |
| General English | British Council | 2007 |
| SPSS | King Abdualaziz University | 2006 |