

# NOUF HAKEEM

Statistician supervisor and  
data analysis

## Objective

Certified public accountant with 6+ years of experience. Adapts seamlessly to constantly evolving accounting processes and new technologies.

Detail-oriented, efficient and organized, with extensive experience in accounting systems. Specialized in financial planning and reporting in both private and public sectors. Possesses strong analytical and problem-solving skills as well as written and verbal communication skills.

Looking for a position in an organization where all my skills and abilities will be utilized, and where I can get a chance to prove myself, thereby resulting in the overall success of the organization I work for.



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jeddah,ksa  
saudi



0595765550

## Experience

Jan 2013- Aug 2013, JEDDAH,KSA

### ■ FINANCIAL & ADMINISTRATIVE ASSISTANCE

E.A.FAKIEH

- To plan and implement accounting procedure and principles.
- Preparing Payroll for Site and Head Office.
- responsible for making payments to suppliers. (According to Purchase order sent), Invoices and delivery notes.
- Analyze monthly payables and receivables of the company
- Maintaining head Office & Potty cash accounts
- Manage up to Final Accounts.
- Assisting Manager and engineers for making reports and work status.

Feb 2014- Nov 2017, JEDDAH,KSA

### ■ Accountant

KING FAHAD ARMED FORCE HOSPIITAL

- **worked at finance Department in different departments in account payable, General account, payroll and handled the GOSI**
- Completed account reconciliations and analyzed critical balance sheet accounts
- Provided management job cost reports using percentage of completion method
- Prepared monthly statements by collecting and summarizing data, information and trends

Dec 2017- Jun 2019, JEDDAH

### ■ - FINANCIAL SPECIALIST

KING FAHAD ARMED FORCE HOSPITAL

- Prepared monthly statements by collecting and summarizing data, information and trends
- Coordinated the delivery of information to external auditors at interim and annual audits.
- Worked at the investment department managing different things as, daily bookkeeping and accounting processes.
- Analyz monthly receivables.
- Assisting Manager making monthly & Quarterly & Annually receivables reports
- Financial and bank reconciliation.
- Prepare Journal Entries for revenue.
- Financial reporting and other administrative requirements for management
- Receive all revenues and audit the bills and Record all in cash book.
- Coordinate with academic affairs about Education fees and training and receive the revenue.
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Jun 2019- Present, JEDDAH,ksa

### ■ supervisor of auditing, statistics and analysis in Medical supply & inventory control

KFAFH

- Proactively participated in meetings and helped create new practices.
- Consistently met my short and long-term targets.
- Answered calls, responded to emails, and spoke with clients face-to-face.
- Processed a range of documentation and entered information into databases.
- Trained, coached, and supervised new staff members.
- Accurately handled large amounts of money on the cash register.
- Pitched ideas on how to improve performance and efficiency.
- Helped management to identify workflow issues and find solutions.
- Supervised and delegated tasks to a team of [5] people.
- daily updating the **KPI** report.
- member of five main management committees.

Jun 2019- Present, Jeddah, KSA

### ■ supervisor of auditing, statistics and analysis in Medical supply & inventory control

KFAFH

#### quarterly reports

1. Non-movement items>>> Items that have completed 6 months in the main warehouse without an order been placed about it yet.
2. Slow moving items >>> Items whose monthly movement is less than the minimum for the last 6+ months
3. Items near expiry >>> Limit items to their expiry date within the next three months

Procedure: The Medical Supply Department is addressed and notified so that the action is taken by them

#### monthly reports

4.FIFO>>> At the end of each month, we review the reports that show the disbursed items with a long expiry date, ignoring the fact the items with closer expiration dates are excising. in order to avoid spoilage of those with the closest expiration date and to improve inventory management the FIFO is required

5. Zero Items >>> Monthly Report for viewing items availability in the main warehouse

6. Items received never issued >>> A report showing the items received (new item) and nothing was issued during the month

7. item received with no issued >>> a report showing the items received ( Previously listed item ) and nothing was issued during the month

#### weekly reports

8. GRN>>> Weekly report inquiries to verify expiration dates in the event that goods or items with validity dates closer than previously received items are received to avoid misuse and spoilage of items before the expected time

Procedures>>> Address the medical supply Department to send the items to the companies to replace them with newer dates

9. overdue items >>> are the items whose supply period has expired due to the company's failure or their excuses to supply

Procedure>>> Address the Supply Department to follow up on the supply of items to reduce the percentage of zero items

10. Items that are issued from the warehouse at a rate of 25% of the annual quantity per request

Procedure>>> Address the Supply Department to double check after the stockholder in order to reduce the percentage of zero items

11. Visiting the departments randomly to check the sub store (inspection tours).

## Education

2008 - 2012, jeddah,ksa

### ■ Bachelor of Science, Economics & Administration in accounting

king Abdulaziz university

a Cumulative Grade Point Average of 3.3/5

Jan 2019 - Dec 2020, jeddah,ksa

### ■ MSC in accounting

UBT ( college of business administration )

Was awarded an Ms in Accounting from the College of Business Administration with a Cumulative Grade Point Average 4.69/5 (Excellent) with Second Honor in the Fall semester of 2020/2021.

The degree was approved by the University Council in Its session

## Skills

- Microsoft Excel
- Organizational skills
- Time management
- Attention to detail
- Teamwork
- Problem-Solving
- Leadership
- Mentoring

## Languages

english  
Intermediate

arabic  
Native