

BASHAYR MANSOUR ALKHAIRALLAH

Accountant

Contact

Address

Riyadh ,01

Phone

966561153831

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Skills

Effective communication
Problem solving
Working with a team
Supervision and management
Time management and planning

Language

Arabic

English

Software

Microsoft office 
Excellent

Oracle 
Good

Vida , Lynx system 
Good

Able to make adjustment for Accruals and payments.

Summary:

I am committed to taking on new challenge and seeing them through to a desired solution. I am prepared to excel in my finance career and I believe I would be an asset to your organization.

Work History

2019-04 – Revenue Accountant

03-2022

Dr. Suleiman Al Habib Medical Group, Khobar Hospital, Khobar, Saudi Arabia.

- Prepare and monitor daily and monthly patient service shortage and refund report on a daily basis.
- Assisting to finalize monthly cash and credit revenue
- Substantiates financial transactions by auditing documents
- Prepare monthly report for salary deduction.
- Daily and monthly Cash Business Reconciliation.
- Hospital inventory every quarter.
- Handling patient service payment.

2016-05 - Accountant

2017-12

Cooking Secret Co, Khobar, Saudi Arabia

- Set up monthly daily entries
- Monthly reconciliations, as well as basic management skills.

2015-02 - Accountant

2016-02

Eastern Workers Operation Co, Khobar, Saudi Arabia

- Prepare monthly report for salary deduction.
- reconciliations accounts

- 2013-06 - Customer Care Service
- 2013-11 • Etimad Co

quality and compliance standards during call

- Make sure all papers are completed.
- Helped large volume of customers every day with positive attitude and focus on customer satisfaction.

Education

2009-01 - Bachelor of Business Administration: accounting

2013-01 *Imam Abdulrahman Bin Fisal University. - Dammam - Saudi Arabia*

Courses

2022-10 Diploma of education, hospitality administration\management.

ESSEC Business School – Paris, France.

Theory & practice in the hospitality industry.

Success factors of different hotel department.

Build innovative restaurant concept.

Practice hospitality operational and supervisory skills.

2016-8 English Language Course.

2017-2 Long Island University – New York, United State.

2015-8 International Certificate in IT Skills Foundation.

Cambridge International Examinations.

2012-8 Summer Student Training at Saudi Aramco .