
REHAM ALSERAWAN

Jeddah ♦ +966551034467 ♦ Reham94b@gmail.com ♦ DOB:1994 ♦ Syrian ♦ Saudi Citizen's Wife/ زوجة مواطن

CAREER PROFILE

Highly analytical, result-driven accountant skilled at working quickly and accurately under tight deadlines with various skills and experiences, seeking a career opportunity.

SKILLS

- Intermediate English Speaker
- Skilled in multitasking
- Knowledge of debt collection legal requirements
- Trained in ICDL
- P.F.A
- Talented in leaderships and decision-making skills
- Skilled at working in a deadline-driven environment
- Highly skilled in Excel equations and functions
- General business knowledge
- Trained in Data analysis and Database management
- Talent in pay-roll, time sheet and EOS
- Skilled in technical writing/reviewing documents
- Skilled in using Pioneer, Microtec and Malachite Systems

EDUCATION

Cairo University, Egypt

Apr 03, 2020

Bachelor of Business in Accounting and Auditing 4.2/5.0 GPA with honor

WORK HISTORY

Hamza M. Alderi Construction Company–Jeddah, Saudi Arabia

Nov 21, 2023 to July 01, 2025

General Accountant/ Pay-Roll Accountant/ Senior Accountant

- Prepared financial documents such as invoices, bills, and accounts payable and receivable.
- Performed bank reconciliations and prepared daily and monthly financial reports.
- Planned, assigned and reviewed Accountants' daily and monthly tasks, responsible of training new coming accountants, and provided input into department's goal setting process.
- Collaborated with the HR team in interviewing potential new candidates in the accounting department.
- Processed and managed payroll for all employees accurately and timely including EOS and vacations Clearances. In addition, ensured compliance with all relevant laws and regulations related to payroll processing, responded to employee inquiries regarding payroll and collaborated with HR team to generate reports.

Almoktashef International Schools –Jeddah, Saudi Arabia

Aug 18, 2024 to Nov 07, 2024

General Accountant (Part-time)

- Identify, track, manage, and investigate delinquent customer accounts.
- Work closely with customers to negotiate payment arrangements, and follow up with customers to ensure payments are made in a timely manner.
- Used Pioneer Accounting program to monitor and update customer accounts.
- Handled customer questions, complaints, and inquiries. Also, investigated discrepancies to customer payments and accounts.
- Performed bank reconciliations on daily-basis, and involved in preparing the monthly financial Statement.

Walead Abdulhafiz Office of Public Accounting –Alexandria, Egypt

Dec 17, 2020 to Feb 17, 2022

General Accountant

- Reviewed all documents and journal entries and post them to the American journal.
- Prepared and reviewed the assistant ledger and the trial balance (totals and balances).
- Extracted the analytical statement and financial statements (income statement - financial position statement).

*Reference available upon request.