

FUAD ALI A. ALZOUBA

ACCOUNTANT



CONTACT

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EDUCATION

ARAB OPEN UNIVERSITY (AOU)
GPA: 3.71

*Bachelor degree of (BA) -Accounting
College of Business Studies.*

BRITISH COUNCIL

(11) English Courses at British Council.

ADDITIONAL SKILLS

- Computer Microsoft Office,
administration social networking sites,
and effective communication through E-
emails

- Quick- learning, eager to learn, self-
confident and trustworthy

- Projects management, planning,
budgeting & cost analysis

- Effectively works within a team work
and having high negotiation and
influencing skills.

- Facing sudden problems, having
tolerance and ability to work under
pressure.

- Strong interpersonal skills and ability
to deal with a multi-cultural
environment.

CAREER OBJECTIVE

Hard-working, quick- learner & college graduate with a Bachelor of Arts (B.A.) in accounting (3.71 GPA), with 10+ years of work experience. Aiming to leverage academic experience and a proven knowledge of financial, management and cost accounting, to successfully fill the accountant role at your company. Frequently praised as efficient by my peers, I can be relied upon to help your company achieve its goals.

EXPERIENCE

Valuer

Real estate appraisal, valuation and marketing, Dammam
Dec 2019 - Present

- Determine value of properties, using methods such as field inspection, structural measurement, calculation, sales analysis, market trend studies, and income and expense analysis.
- Inspect properties, considering factors such as market value, location, and building or replacement costs to determine appraisal value.
- Inspect new construction and major improvements to existing structures to determine values.
- Write and submit appraisal reports for public & private record.
- Analyze trends in sales prices, construction costs, and rents, to assess property values or determine the accuracy of assessments.

Project Supervisor

Tulip Medical Center, Manama Nov 2018 - Nov 2019

- Estimate material or worker requirements to complete jobs.
- Examine and inspect work progress, equipment, and construction sites to verify safety and to ensure that specifications are met.
- Supervise, coordinate, or schedule the activities of construction or extractive workers.

CERTIFICATIONS

- IELTS Certificate
- Certificate of completion of communication skills training track

MEMBERSHIPS:

- Professional registration membership in Saudi organization for auditors and accountants.
- registration membership in Saudi authority for accredited valuers (TAQEEM)

LANGUAGES

- Arabic is mother tongue
- English is very good in (written & spoken)

REFERENCES

References available upon request

- Coordinate work activities with other construction project activities.
- Analyze worker or production problems and recommend solutions, such as improving production methods or implementing motivational plans.

Purchasing Manager

Alshamrani Industrial Factory, Dammam Apr 2012 - Jul 2018

- Represent factory in negotiating contracts and formulating policies with suppliers.
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Maintain records of goods ordered and received.
- Analyze market and delivery systems to assess present and future material availability.

Teller

Alhashmi International Group, Sana'a Sep 2009 - Nov 2011

- Cash checks and pay out money after verifying that signature are correct, that written and numerical amounts agree, and that accounts have sufficient funds.
- Receive checks and cash for deposit, verify amounts, and check accuracy of deposit slips.
- Enter customers' transactions into computers to record transactions and issue computer-generated receipts.
- Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines.
- Receive and count daily inventories of cash, drafts, and checks.