Khaled Abdullah Alqoton

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SUMMARY

Motivated and detail- oriented Finance graduate with strong knowledge of financial principles, accounting processes, and data analysis. Proficient in Microsoft Excel and finical reporting, with hands- on training experience in invoice processing. Eager to contribute to organizational success while developing professional skills in finance.

EXPERIENCE

Al Tamimi Company | Saudi Arabia
Trainee | Accounting Department | *June 2025 – October 2025*

- Entered invoice details into Excel sheets, including invoice numbers, dates, and vendor details.
- Cross-checked invoices against purchase orders and delivery receipts to ensure accuracy.
- Assisted in the reconciliation of invoice records with accounting books or payment records.
- Assisted in preparing reports on invoice status, outstanding payments, or payment schedules.
- Ensured all invoice data complies with company policies, and maintained organized records.
- Developed practical knowledge of accounting processes, software, and procedures under supervision.

EDUCATION

Al Asala University | Dammam, Saudi Arabia
Bachelor's Degree in Finance | *2021 – 2025*

COURSES

- Mathematical Formulas for Data Analysis Course | Doroob Platform | November 2025.
- Preparatory Program for Accounting Technician Certification Exam | SOCPA | October 2025.
- Administrative and Government Accounting Course | SOCPA | August 2025.
- Microsoft Excel Course | Doroob Platform | August 2025.
- Auditing Course | SOCPA | May 2025.

PROFESSIONAL ACCREDITATION

- Associate Member | Saudi Organization for Chartered & Professional Accountants (SOCPA).

SKILLS

- **Technical Skills:**
  - Invoice Processing & Verification.
  - Reconciliation of Financial Records.
  - Financial Reporting.
  - Knowledge of Accounting Procedures.
  - Data Analysis.
  - Microsoft Office.
- **Soft Skills**:
  - Communication Skills.
  - Problem-Solving.
  - Attention to Detail.
  - Time-Management.
  - Flexibility & Adaptability.
  - Collaboration & Teamwork.
  - Leadership Skills.

LANGUAGES

- Arabic
- English