AIghala Alsanidi

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OBJECTIVE

Motivated accounting professional seeking to apply academic knowledge and practical experience in bookkeeping, financial statement preparation, and tax returns. Committed to accuracy, efficiency, and supporting optimal financial performance for the company.

EDUCATION

Imam Muhammad bin Saud Islamic University

- Diploma in Accounting and Taxes

EXPERIENCE

Norah Al-Rajhi Professional Consulting (Aug 2025 – May 2026)

Bookkeeping

- Initiated bookkeeping setup for two companies using Daftra and Zoho Books, including creating essential accounts.
- Analyzed expenses and revenues, linked entries with supporting documents, and reviewed accounting transactions.
- Performed bank reconciliations and prepared reconciliation statements for both companies.
- Communicated with clients to request missing documents and ensured proper documentation of accounting entries.
- Completed accounting postings and prepared monthly financial summaries.
- Reviewed accounting classifications and prepared weekly reports on pending cases and missing requirements.
- Tracked and updated tasks on ClickUp for both companies.
- Finalized tasks, prepared end-of-project reports, and organized files for final review.

Zakat and Tax

- Initiated and executed VAT-related tasks, including matching issued invoices with bank deposits and verifying input VAT.
- Reviewed completeness and compliance of tax invoices.
- Worked on the VAT project for 2023 – Q3 2025, reviewing input/output invoices, bank collections, and reconciliations.
- Prepared VAT variance reports comparing previous and amended VAT returns.
- Followed up on reconciliations, invoice matching, and prepared tax variance files.
- Finalized the VAT file and compiled notes and requirements for project completion.

One Audit

- Assisted supervisors in document quality control, reviewing formatting consistency, organizing paperwork, and maintaining structured filing systems.
- Opening client files, documenting acceptance procedures, and planning audits via the One Audit system.
- Preparing and documenting all audit working papers in full compliance with International Standards on Auditing (ISA).
- Extracting audit samples and calculating materiality automatically using the system.
- Managing and sharing audit documents and evidence securely with the team and clients via OneDrive

Administrative Tasks

- Supported supervisors in document quality assurance by reviewing document formatting, arranging records, and organizing files efficiently.

COURSES

- **Cost Management**
- **Procurement Management & Project Stakeholders**
- **Financial Performance Management**

VOLUNTEERING

- **Exhibit Supervisor — The National Museum of Saudi Arabia** (24 July - 9 Dec 2023)

SKILLS

- **Financial Records Analysis**
- **Financial Statement Preparation**
- **Internal Auditing & Review**
- **Proficiency in Accounting Software & Excel**
- **Accuracy and Organization**
- **Numerical Proficiency**

LANGUAGES

- **Arabic**
- **English**