HAYA ALOJYAN
Financial Accountant

Riyadh, Saudi Arabia
Phone: 0550152103
Email: hayaalojayan@gmail.com

PROFESSIONAL SUMMARY

Financial Accountant with over 3 years of experience in financial reporting, VAT and Zakat compliance, tax audit follow-up, account reconciliation, and financial analysis within the medical sector. Experienced in dealing with ZATCA requirements and Local Content Authority compliance. Seeking to contribute strong analytical and organizational skills to a professional organization.

PROFESSIONAL EXPERIENCE

Financial Accountant – Ocean Medical Company (2021 – Present)

- Prepared financial statements, income statements, and company performance reports
- Prepared and submitted VAT reports and ZATCA compliance documentation
- Followed up on tax audits and fulfilled all requirements of the Zakat, Tax and Customs Authority (ZATCA)
- Coordinated and followed up on tax examination processes and audit requests from ZATCA
- Followed up on compliance requirements related to the Local Content and Government Procurement Authority (LCGPA)
- Reconciled bank statements, customer, and supplier accounts
- Prepared customer and supplier aging reports
- Reviewed sales invoices and ensured accuracy and compliance
- Prepared revenue, expense, and medical staff financial reports
- Analyzed sales, purchase returns, and outstanding balances
- Reviewed pharmacy branch sales, balances, and network reports
- Monitored daily accounting entries and ensured accuracy
- Reviewed supplier contracts and verified validity

EDUCATION

Bachelor’s Degree in Accounting
King Faisal University | 2014 – 2019

TECHNICAL SKILLS

Financial Reporting, VAT & Zakat Compliance, Tax Audit Follow-up, ZATCA Regulations, Local Content Compliance, Account Reconciliation, Financial Analysis, Bank Reconciliation

SOFT SKILLS

Ability to work under pressure, Fast task execution, Attention to detail, Team leadership and collaboration, Adaptability