

SOHA ALSHAKRI

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SUMMARY

Detail-oriented and proactive professional with proven expertise in facilities management, utility oversight, and financial accuracy. Experienced in coordinating water and electricity services across multiple branches, ensuring billing accuracy, cost control, and timely payments. Skilled in auditing purchase invoices, implementing financial checks, and leveraging data to drive cost-saving initiatives. Adept at managing communication infrastructure, issuing SIM cards, and coordinating with vendors to ensure smooth service operations. Recognized for achieving measurable cost reductions in water consumption and telecommunications, contributing to improved organizational efficiency.

EXPERIENCE

• Billing Officer, 02/2025 – Current | Modern Food Company

Conduct regular audits of food purchase invoices to ensure accuracy, proper expense classification, and alignment with company financial protocols. Collaborate with finance and operations teams to monitor vendor invoices, identify discrepancies, and support strategic cost management.

• Administrative Officer, 03/2023 – Current | Modern Food Company, Riyadh

Managed water and electricity services for multiple branches, monitoring monthly consumption trends and reporting to senior management. Oversaw telecom operations, including SIM issuance, internet connections, and troubleshooting. Successfully reduced costs through analysis, optimization, and negotiation with service providers.

• Accountant Assistant, 03/2022 – 09/2022 | Maternity and Children Hospital, Makkah

Ensured payroll accuracy using established checklists and review processes. Organized and maintained financial records to improve efficiency and traceability of transactions. Entered and verified financial data in the accounting system to support smooth daily operations.

EDUCATION

Bachelor's degree, Finance, 07/2017 – 01/2022 | King Abdulaziz University

CERTIFICATES

- Project Management Professional (PMP)
- Financial Modeling and Valuation Analysis

ACCOMPLISHMENTS

- Reduced water consumption costs by 30% in staff accommodation through implementation of conservation strategies.
- Lowered telecommunications costs by 15% through optimizing plans and monitoring usage effectively.
- Developed cost-control dashboards to track utilities and telecom usage, enabling management to make data-driven decisions.

SKILLS

NetSuite ERP

Invoice Auditing

Utility Management

Communication Services Coordination

Data Verification

Reporting & Analysis

Attention to Detail

Vendor Management

Rapport Building

Analytical and Critical Thinking

Power BI