

Ahmad Mohammad Abdullah

Saudi Arabia - Jeddah | ah.mohammed.sa@gmail.com | +966538866114

OBJECTIVE

An Accounting undergraduate student seeking a cooperative training opportunity to apply academic knowledge in a professional work environment. Eager to gain practical experience that will strengthen my professional skills and enhance my readiness for the job market. I am highly motivated to grow, learn new tools and practices, and stay up to date with the latest trends in the field. Committed to adapting to new challenges and contributing effectively to the success of the organization.

EDUCATION

- **Bachelor's Degree in Accounting**
University of Jeddah
Expected Graduation: 2026

WORK EXPERIENCES

Receptionist

Mashawir Logistics Services

- Respond to inquiries and resolve minor issues or escalate them to relevant personnel.
- Handle incoming phone calls and efficiently direct them to the appropriate departments.
- Schedule and manage appointments and meetings.
- Coordinate with other departments to ensure smooth communication.

SKILLS

- Excellent communication skills.
- Strong organizational and time management abilities.
- Proficient in computer use.
- Understanding the principles of accounting.
- Ability to handle pressure and resolve issues quickly.
- Good listening skills and attention to detail.
- Teamwork skills.
- Problem-solving and critical thinking.
- Adaptability to diverse work environments.
- Hard working and Take responsibilities .

LANGUAGES

- Arabic
- English