

Abdulaziz Ibrahim Alqahtani

Riyadh and Eastern Region

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Professional Summary

Detail-oriented and motivated Accounting graduate with hands-on experience in financial accounting and administrative tasks. Skilled in analyzing and managing assets, liabilities, revenues, expenses, invoices, and taxes. Specialized in inventory auditing and financial analysis for industrial, commercial, and service businesses. Experienced in Oracle accounting program. Eager to contribute strong accounting skills and administrative capabilities in a challenging role that offers professional growth.

Education

King Faisal University Bachelor of Accounting, College of Business Administration 2024

Professional Experience

Accounting Trainee – General Authority for Irrigation

Riyadh, Saudi Arabia | Jul 2024 - Dec 2024

- Assisted in preparing financial reports, statements, and reconciliations.
- Audited financial records and ensured compliance with accounting standards.
- Supported the accounting team in analyzing assets, liabilities, and expenses.

Administrative Assistant – Tasaheel Car Rental Office

Riyadh, Saudi Arabia | 2018 - 2021

- Performed daily administrative duties, including file management and data entry.
- Organized and prioritized tasks to support office operations efficiently.
- Provided customer service and assisted with invoicing and documentation.

Technical Skills

- Financial reporting and inventory auditing and accounting software (SAP, Oracle)
- Microsoft Office (Excel, Word, PowerPoint) and Data entry and database management

Core Skills

- Effective written and verbal communication
- Time management and multitasking
- Planning and organization
- Flexibility and adaptability
- Problem solving and responsibility
- Customer service and teamwork

Languages

Arabic - English

Interests

- Continuous learning and self-development
- Using accounting tools and software
- Risk management and performance analysis
- Administrative operations and process improvement