

# Abdulrahman bin Mansour Al-Shuhaywin

+966 560 608 989 [Abdulrahman.alshuhaywin@gmail.com](mailto:Abdulrahman.alshuhaywin@gmail.com) Riyadh, Saudi Arabia

## SUMMARY

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I am an experienced administrative and financial professional with expertise in managing employee financial affairs, including salary processing, deductions, and incentives. I am skilled in verifying expense reports and ensuring compliance with company policies. I am also adept at building client relationships, providing excellent service, and collaborating to optimize sales. With a strong educational background in financial management and relevant courses, I am committed to contributing effectively to organizational success.

## EXPERIENCE

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### Aljazira Development Factory for Concrete Products | Saudi Arabia

Administrative Assistant | February 2025 – Present

- Manage and oversee employee financial affairs, including salary processing and advances.
- Administer salary deductions in accordance with company policies and applicable regulations.
- Process and coordinate employee bonuses and incentives.
- Verify employee expense reports and invoices, ensuring accuracy and compliance with company policies.

### Al Sannat Trading Company | Saudi Arabia

Sales Specialist | August 2020 – August 2024

- Built and maintained relationships with clients to foster loyalty and repeat business.
- Responded to customer inquiries and provided excellent service.
- Conducted needs assessments to recommend products or services that meet client requirements.
- Worked closely with other departments to optimize sales processes.

## EDUCATION

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### Imam Mohammad Ibn Saud Islamic University | College of Business Administration | Saudi Arabia

Bachelor's Degree in Financial Management | GPA: 4.19 out of 5 | 2024

- Learnt about the principles of financial management, including financial planning and forecasting.
- Developed strong analytical skills, allowing to analyze financial data.
- Learnt how to prepare and analyze financial reports.

## OTHER

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### ● Courses:

- Investment Portfolios in the Financial Market Course | The Financial Academy | December 2024.

### ● Technical Skills:

- Financial Management.
- Payroll Administration.
- Report Writing.
- Administrative Skills.
- Customer Relationship Management.
- Sales Skills.
- Proficiency in Microsoft Office Suite.
- Strong General Computer Skills.

### ● Soft Skills:

- Communication Skills.
- Problem-Solving.
- Attention to Detail.
- Decision-Making.
- Time-Management.
- Flexibility & Adaptability.
- Collaboration & Teamwork.
- Leadership Skills.

### ● Languages: Arabic, English.