

# Karim Ibrahim Ramdan Abu ASI

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## EDUCATION & CERTIFICATIONS

Tanta University

2014 – 2018

- Bachelor of Commerce, Financial and Administrative Accounting Division
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## WORK EXPERIENCE

**Safeer Al-Zahoor Contracting Establishment – Riyadh**

2023- Present

### Accounts Manager

- Overseeing and managing all accounting operations, including real estate and rental accounts.
- Coordinating with British suppliers to source and operate required equipment, and handling all matters related to leasing and rental.
- Establishing and managing internal administrative procedures and accounting systems within the office.

**Fahd Al-Muaiter Trading Group – Riyadh**

2020 - 2022

### Financial Accountant

- Conducted financial audits and reviewed existing accounts.
- Managed financial transactions, including sales and purchase invoices.
- Handled bank reconciliations, banking expenses, and fund transfers.
- Prepared financial analysis reports for both wholesale and retail operations.
- Oversaw accounting for 5 branches under the Finance Department (Dammam – Riyadh).

**Hyper Techno Company for Electrical and Electronics Appliances – Cairo**

2020 - 2019

### Certified Financial Accountant and Auditor

- Worked with Peachtree accounting software.
- Handled invoice creation, coding items, and reviewing financial and tax regulations.
- Reviewed banking operations and financial notices to ensure accuracy and compliance.

**Legal Advisory and Accounting Office – Cairo**

2019 - 2018

### Accountant Under Training

- Received hands-on training in preparing accounting records and financial reports, including income statements and balance sheets.
  - Gained comprehensive knowledge in general accounting for various types of entities such as establishments, companies, hospitals, import/export businesses, and tax-related matters.
  - Successfully completed a diploma in general accounting, covering core areas such as accounts of establishments, purchases, sales, and tax calculations.
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## SKILLS

- Focused on identifying and improving weaknesses in public accounting practices.
  - Excellent at working with various accounting programs and financial systems.
  - Skilled in using computers, including software, hardware, and internet networks.
  - Strong in organizing and arranging papers, reports, and official files.
  - Able to work under pressure and maintain full concentration.
  - Dependable, organized, and capable of managing multiple priorities with a positive attitude and readiness to take on extra responsibilities.
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## LANGUAGES

- Arabic
- English