

# ABDULKARIM MAHMOUD

Accountant



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Al-Madinah, Saudi Arabia

## PROFESSIONAL SUMMARY

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Accounting diploma graduate from King Abdulaziz University with hands-on experience working during Hajj seasons in government and private sectors. Highly capable of working in teams, organizing operations, and meeting deadlines. Proficient in using office software for data management and reporting. Seeking to develop a successful professional career in a dynamic and professional work environment.

## EDUCATION

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### Diploma in Accounting

King Abdulaziz University – Saudi Arabia

2023 – 2025

## EXPERIENCE

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### Summer Intern – Ministry of Media (Hajj Season)

2021

- Provided direct services to pilgrims.
- Worked in a field team in a high-pressure environment.
- Adhered to organizational procedures and official guidelines.

### Summer Intern – Al-Adlaa Company (Hajj Season)

2023

- Assisted pilgrims and ensured a high-quality experience.
- Worked in a field team to manage crowds and facilitate procedures.
- Coordinated with relevant authorities to ensure smooth operations.

## COURSES

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- Smart Investment and Money Growth

## SKILLS

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### Technical Skills

- Proficient in Microsoft Office
- Excel: Accurate management of financial data and spreadsheets.
- Word: Preparation of administrative reports and official correspondence.
- PowerPoint: Creating professional presentations.

### Soft Skills

- Time Management and Organization.
- Leadership and Teamwork.
- Effective Communication.
- Negotiation and Persuasion.
- Flexibility and Adaptability.
- Computer Proficiency.