

Abdullah Sultan Almughamsi

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A graduate in Information Science with experience in account management and auditing. I am seeking a job opportunity in a professional work environment to leverage my skills and acquired expertise to achieve shared goals.

Education

2023

Bachelor of Information Science | Taibah University

Experiences

2023 - Present

Accounting Administrative Assistant | Al-Eidab General Contracting

- Preparing invoices for clients and issuing receipts and payment vouchers, in addition to managing the archiving of files.
- Auditing and coordinating with clients to ensure complete accuracy and compliance.

2021 - 2022

Accounts Auditor | Alwan Alkhaleej United

- Auditing, reviewing, and archiving banking operations.
- Preparing audit reports that summarize audit findings and provide recommendations for improving financial processes.

Courses

2024

Work culture according to the Saudi labor system - Dorooob

Volunteering

Crowd management during Ramadan

Skills

- Handling work pressure
- Proficiency in using computers and Microsoft Office programs
- Electronic archiving
- Problem-solving
- Strategic planning
- Effective communication
- Database management
- Quick learner
- Organizational skills
- Ability to perform administrative and office tasks

Languages

- Arabic
- English