

Abdulrahman Mousa Bueid

Saudi Arabia - Eastern Province | Phone: 0564868368 Email: abdurhmanbueid@gmail.com

SUMMARY

Hard working graduate with a diploma degree in accounting. Equipped, through hands-on experience, with technical accounting skills and a practical understanding of how to apply accounting and business. Accuracy and precision in all tasks ensure a high level of efficiency and successful problem resolution.

EDUCATION

- **Diploma in Accounting**

Institute of Public Administration - Class of 2021

CORE SKILLS

- Leadership and Team Collaboration
- Communication and Presentations
- Research analysis and Development
- Compile inventory reports
- Organize checks and deposits
- Responsible for sales and customer services
- Controlled and ordered inventory
- Data management
- Computer Proficiency in Windows Based program (Word, Excel, PowerPoint, etc.)

RELEVANT EXPERIENCE

Intern – Malakan for Real Estate Development

2021

- Performed data entry tasks and support tasks in Excel Sheets.
- Verified accuracy of invoices and other accounting documents.
- Built new spreadsheets reports for tracking sales, inventory, expenses, and production.
- Maintained accounting reports.

LANGUAGES

- **ARABIC**
- **ENGLISH**