



# Mutlaq AL-HABRDI

## Accounting

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📍 Riyadh

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## Career Objective:

An accountant looking to join a responsible career opportunity to take full advantage of my training and skills, while making a significant contribution to the success of the company which will benefit from my strong logical, mathematical and problem-solving skills in deductive reasoning.

## Work Experience

### Masah Specialized Construction Co.

as clearing transactions and Office clerk |  
2018-2019 .

### Real-Estate development fund.

as trainee budget Jan2022-Mar2022

### Mohsen Al Yafei & Sons Co., Ltd.

as Sales Representative 2020-2022

Entering sales data, .

## Skill & Expertise

- Balance sheet
- Creditor and debtor
- Zakat
- Tax
- Loss and profit
- Microsoft office
- Creative thinking
- Achievement
- The initiative
- commitment

## Education

### HIGHER DIPLOMA In Accounting

Institute of Public Administration  
| 2019 -2022

## Courses:

- Certificate OF Accounting Technician (SOCPA)
- ENGLISH COURESE.
- Computer Skills.
- Mobile maintenance and software.

## Languages

- Arabic
- English