

MOHAMMED AL-BASSAM

Accounting Administrative Assistant



📍 Riyadh, Saudi Arabia

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SKILLS

- Proficient in Microsoft Office
- Fluent in English language
- Good customer service skills
- Teamwork
- Ability to multi-task
- Advanced communication skills
- Presentation skills

PROJECTS

- Saudi Arabia's Budget Announcement Short Films for **Ministry of Finance**
- Classified Project with **Public Investment Fund (PIF)**
- 2 Classified Projects with **MODON**
- Classified Project with **National Industrial Clusters Development Program (NICDP)**
- +6 Marketing Launch Plans for 2 Different Clients
- +6 Identity Design, Website Development & Profile Creation for Different Clients

SUMMARY

A young results-driven, self-motivated & efficient accountant & project coordinator. I believe that I have the competency to learn rapidly, and I continuously seek to widen my knowledge in the project management field.

WORK EXPERIENCE

7/2019 - Present Accounting Administrative Assistant
Shaping The Future

My Responsibilities:

- Projects Management
 1. Creating project charter & plan
 2. Creating a project management calendar
 3. Ensuring that the team has all the tools & information to meet the project's milestones.
 4. Creating project status reports monitoring the projects.
 5. Monitoring sub-contractors to ensure guidelines are maintained.
 6. Arranging meetings and record the minutes of the meetings, in addition to the preparation of the agendas.
 7. Administrative duties.
- Financially
 1. Entering accounts payable and receivable invoices using ZOHO.
 2. Record petty cash using Excel.
 3. Record financial statements using Excel.
 4. Creating technical & financial proposals.

5 - 6/2019 Accountant
Kanoo Travel

My Responsibilities:

1. Entering accounts payable and receivable invoices using Excel.
2. Record financial statements using Excel.

9 - 11/2018 Trainee
ALFA CO.

My Responsibilities:

1. Entering accounts payable and receivable invoices using SAP.
2. Record financial statements using SAP.

EDUCATION

2016 - 2018 Financial and Banking Management
King Saud University
4.11 out of 5

COURSES & CERTIFICATES

On going	Certified Associate Project Manager (CAPM) Project Management Institute
4/2020	Event Management Institute of Public Administration
4/2020	Fundamentals of Project Planning and Management University of Virginia
11/2019	Effective Problem-Solving and Decision-Making University of California, Irvine
11/2019	Project Management: The Basics for Success University of California, Irvine
4/2019	Financial Planning and Budgeting Using Excel Managerial and Financial Training Center
7 - 8/2018	Customer Service Riyadh Airports Company
4 - 6/2014	International Certificate in IT Skills Foundations Qimam Al Rowad Training Center

LECTURES ATTENDED

12/2019	Attended a lecture titled FinTech 101 FinTech Saudi
11/2018	Attended a lecture titled Finance Markets King Saud University
11/2017	Attended a lecture titled Risk Management King Saud University