

Mohammed Salem Alqarni

Summary

Motivated graduate seeking to obtain an accounting position where I will be able to contribute my skills, knowledge and experience to a company that will give me an opportunity to develop my career.

Skills

- MS Office
- Work under pressure
- Auditing
- Attention to details
- Teamwork Ability
- Communication skills
- Documentation Ability
- Reporting Familiarity
- Organizational Skills
- Reliable and Trustworthy

Experience

TRAINEE 01/2022 - 03/2022

King Abdullah Air Base, Jeddah, Saudi Arabia

Project reports review.

Verify and review project operating expense.

Rationalizing the spending process and making a monthly report for financial management.

Worked alongside senior team members to learn related job tasks and roles.

Asked questions about tasks to learn techniques and how to operate without supervision.

Education

Diploma of Accounting, Commercial Accounting, 01/2022

Institute of Public Administration, Jeddah, Saudi Arabia

- 3.44 GPA

Languages

Arabic: First Language

English: B1

Intermediate