

Aali Alrasheedi

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Professional Summary

Accounting graduate with practical training in labor affairs and administrative processes. Over 5 months of cooperative training experience in handling labor transactions, monitoring compliance, and preparing official reports. Skilled in data entry, Excel reporting, and ERP systems including SAP. Strong foundation in accounting principles supported by academic study and professional training programs, with abilities in communication, teamwork, and problem-solving.

Professional Experience

Ministry of Human Resources and Social Development (Labor Office) | Trainee – Labor Affairs Manager | Jan 2025 – May 2025

- Processed and followed up on labor-related transactions and employee requests.
- Entered, updated, and maintained worker data in the electronic system.
- Monitored establishments' compliance with labor regulations and procedures.
- Prepared periodic departmental reports and documentation.
- Coordinated with other internal departments to support workflow efficiency.
- Supervised fellow trainees and distributed responsibilities.

Education

University of Hafr Albatin | Bachelor's in Accounting | 2025

Developed a solid foundation in financial accounting, auditing, and management principles. Completed coursework in taxation, cost accounting, and financial reporting with practical applications using Excel and ERP systems. Academic background provided essential knowledge to support professional growth in accounting and administrative roles.

Training Programs & Certifications

- Iqraar Academy | Distinguished Accountants Program | 2025
- YouTube (Self-learning) | SAP System Training | 2025

Hard & Technical Skills

- Microsoft Excel (PivotTables, VLOOKUP)
- SAP System Structure
- Transaction Codes (T-Codes)
- VAT Preparation
- Financial Reporting
- Data Entry & Management
- ERP Systems
- Distinguished Accountants Program
- Accounting Principles
- Compliance Monitoring

Soft Skills

- Communication Skills
- Teamwork
- Leadership
- Negotiation Skills
- Problem-Solving
- Time Management
- Adaptability

Languages

- Arabic: Native
- English: Intermediate