

Ibrahim Khalil Najran

Nationality: Saudi | Date of Birth: 28/12/1988

City: Al-Ahsa, Saudi Arabia

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Objective

Joining a professional work environment to apply the knowledge and skills I have acquired, and to contribute to the achievement of the company's goals. I aim to grow and improve through this opportunity, and continue to serve my country with commitment and excellence.

Education

Diploma in Business Administration, Accounting Department

Graduation Year: 2011

Work Experience

Accountant — Ahmed Abdulwahab Abed Trading Company

January 2023 - July 2025

- Manage daily accounting tasks and financial documentation.

Coordinator of Admission & Discharge Office — Al Mana General Hospital, Hofuf

December 2014 - December 2022

- Supervised patient admission and discharge procedures.
- Coordinated between departments to ensure efficient patient flow.

Accountant — Masdar Modern Technology Company

January 2014 - November 2014

- Handled bookkeeping and basic financial reporting.

Receptionist — Diversified Lines Petroleum Services Corporation

February 2013- July 2013

- Managed front desk responsibilities and client communications.

Customer Response Center Agent (Trainee)— National Business Solutions Company

September 2012- December 2012

- Provided customer service support and issue resolution.

Training Courses

- Saudi Aramco Training Program (1 year and 9 months)
- Industrial Entrepreneurship
- Work Ethics
- Accounting Basics and Principles
- Individual Development Program
- Computers and Internet (IC3 Certification)

Memberships

Member of the Saudi Organization for Certified Public Accountants (SOCPA)

Membership No: 100710

Skills

Leadership | Team Collaboration | Administrative Task Proficiency | Strong Desire for Learning and Growth | Task Completion Commitment

Languages

Arabic – Native | English – Good