

Khaled Alotaibi

+966 534422191 E: khaled.alotaibi1989@gmail.com Dammam- Saudi Arabia

SUMMARY

I am a recent graduate with a Diploma in Accounting and some experience in administrative work. I have a good understanding of accounting and office tasks, and I want to use these skills to help a growing company succeed. I am excited to keep learning and developing professionally while contributing to the efficiency and growth of the organization.

SKILLS

- Administrative Skills (Data Entry)
- Odoo Software
- Time Management
- Effective Communication Skills
- Teamwork

EXPERIENCE

Administrative Assistant

Al-Tamimi International Services & Maintenance Company, Jubail 2012 – 2013

Administrative Assistant

Sultan Said Al-Zahrani Company, Jubail 2014 – 2016

Inspector

Shade Company LTD, Dammam 2018 – Present

EDUCATION

Diploma in Accounting

Technical College, Dammam, Saudi Arabia **2025**

Courses

- Distinguished Accountants Program – Iqrar Academy
- Financial analysis as a tool for Financial planning and forecasting – Financial Academy.

LANGUAGES

- **Arabic:** Native
- **English:** Intermediate