

# SAAD KHAILED ALBAKHEET

## ACCOUNTING ADMINISTRATION

### CONTACT



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AL Khobar , Saudi Arabia

### MY SKILLS

- Microsoft team

### Soft Skills

- Problem Solving
- Time Management
- Team Management
- Quality of Task Performance
- Communication
- Analytical Thinking
- Fast Learner
- Negotiation

### Languages

- Arabic
- English

### PROFILE

Aspiring, extremely inventive and enthusiastic Accounting administration with proven history of optimizing and coordinating with extensive analytical skills. Interested in projects development, and calibration in companies that aim to develop and grow the industrial filed in the country.

### WORK EXPERIENCE

**Ahmed Bejnied & Ahmed  
Basudan Co.**

sep 2023 – Jan 2024

#### Accountant

Working with a consultant accounting company that's have big contract with international companies. to review and audit the monthly and yearly budget. I was responsible about few of these company . Such as Alothman holding and Al Shalan holding. My discipline was weekly visiting the client to review their purchasing and spending. once I collect the data I start work on the monthly and yearly net profit. Moreover, I work on the near future budget to make improve and develop the financial status.

Tawazy Company

Jan 2024–Sep 2024

#### Development administrator

One of my goal with Tawazy was to improve the income and outcome of the company revenue. Also, worked on the monthly and yearly cost to clear out the image of the financial status. On top of that, I worked to improve the employees efficiency to make the work environment great and motivational.

Al- wasl national  
Debt Collection.

Sep2024–Now

I am working with Al-wasl National Debt Collection as a Det collector working for Saudi National Bank Al-hli. My goal is focusing into Saudi National Bank Debts. Getting in touch with any mortgagors or loaner who has late payment or stumbles to offer a good package that can cover the debts without getting him/her on the blacklist. Moreover working with managements to solve the clints issues.

### RELEVANT COURSES

- Cost Accounting
- Advanced accounting
- General course on Zakat & Tax

### EDUCATION

**KFU Faisal University**  
2020 – 2024

**Bachelor of Administration**