

Abdullmalik Almutlaq

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Professional Summary

Finance graduate with hands-on exposure to procurement operations and core accounting workflows, driving compliance integrity and financial data reliability. Delivers structured process analysis, document audit controls, and transaction execution aligned with institutional governance standards. Demonstrates strong command of supply chain coordination, purchase order validation, and operational synchronization to enhance throughput and mitigate cost leakage. Adept in financial systems, data analytics tools, and reporting methodologies that strengthen decision-making and elevate operational transparency. Positioned to translate functional requirements into accurate, value-driven outputs that reinforce organizational performance benchmarks.

Professional Experience

Purchase Specialist – Safari Group Facilities Management | March 2025 – August 2025

- Reduced operational errors in purchasing documentation by 35% by redesigning validation workflows & activating multi-level audit controls.
- Shortened purchase order processing cycles by 28% through cross-functional coordination enhancements and accelerated approval routing.
- Increased supplier on-time delivery performance to 92% by implementing weekly performance tracking and early-alert mechanisms.
- Managed end-to-end purchasing activities from requisition review to PO issuance, ensuring alignment with project standards & budgetary controls.
- Coordinated supply requirements for the King Fahd Causeway Project, maintaining daily alignment with technical teams to ensure execution readiness.

Finance Intern – Imam Abdulrahman Bin Faisal University | Dammam | June 2024 – August 2024

- Monitored fund-management documentation and audited disbursement & collection transactions under formal financial control procedures.
- Enhanced journal-entry accuracy to 98% through multi-point review protocols and pre-posting validation steps.
- Improved monthly reconciliation turnaround by 22%, elevating reporting readiness for senior management.
- Executed daily journal entries and financial reconciliations to reinforce ledger accuracy and support closing cycles.
- Reviewed expenditure justifications within the disbursement division, ensuring compliance with financial policies prior to system entry.

Education

Bachelor of Finance | Imam Abdulrahman Bin Faisal University | Graduated: August 2024

Training Courses

- Spreadsheet Applications (Microsoft Excel) | KFUPM
- Finance Management | IAU | 2022
- Financial Accounting | IAU | 2021

Skills

Soft Skills:

Analytical Thinking | Rapid Learning | Priority Management | Discipline | Professional Conduct

Practical Skills:

Procurement Management | Purchase Order Review | Supplier Coordination | Reporting Preparation | Financial Data Analysis | Accounting Operations Support | Journal Entry Posting | Account Reconciliation | Records Monitoring | Daily Operations Management | Internal Audit Support | Financial Document Handling

Technical Skills:

Financial & Accounting Systems | Data Entry | Data Analysis Tools | Spreadsheet Development | Procurement Software | Financial Content Management Systems | Digital Reporting Tools | Electronic Archiving Systems | Data Management | Microsoft Office (Outlook, Microsoft Word, PowerPoint, Excel, Microsoft Access)

Languages

- English : Intermediate | Arabic : Native