

# Bedoor Alabdulkarim

Attention to Detail, Learning Agility, Organization



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## Summary Profile

Skilled in managing employee records, analyzing financial transactions, and handling trade finance instruments including Letters of Credit (LCs) and Bank Guarantees (BGs). Recognized for attention to detail, adaptability, and the ability to effectively collaborate across departments. Eager to contribute to organizational success by combining analytical thinking with practical experience in both financial and HR operations.

## Education

### Fresh graduated Finance and Banking

Imam Abdulrahman Bin Faisal University, College of Business Administration, Dammam, GPA: 4.76 First class honors.

Aug 2020 – May 2025

## Technical Experience

### Treasury Intern I Rawabi Holding group

July 2025

- Gained hands-on experience in handling financial instruments related to both domestic and international trade transactions.
- Assisted in processing and reviewing bank forms for Letters of Credit (LCs) and Bank Guarantees (BGs).
- Learned the operational flow of trade finance instruments, including documentation, compliance checks, and coordination with banks.
- Developed an understanding of how trade finance supports corporate liquidity and risk mitigation in global trade deals.

### Human Resources Intern I Rawabi Holding group (Rawabi Vallianz Offshore Services)

June 2025 – July 2025

- Participated in a major system migration project, transitioning payroll operations from Oracle EBS to Oracle Fusion.
- Handled deep data transformation and validation tasks to ensure clean and accurate migration of employee payroll information.
- Coordinated with cross-functional teams to align data requirements and resolve system discrepancies.
- Gained hands-on experience in maintaining employee records, salary adjustments.

### Finance Intern | Rawabi Holding group (Rawabi Integrated gas Co.)

Jan 2025 – May 2025

- Assisted in managing accounts payable and receivable , ensuring timely invoicing and payment follow-ups.
- Processed and reconciled transactions through Payables and bank statements.
- Analyzed cash flow to support effective financial planning and decision-making.

## Finance Skills

## HR Skills

## Soft Skills

- Accounts Payable
- Bank Reconciliation
- Financial Data Entry & Validation
- Trade Finance
- Financial Documentation

- HR System Oracle Fusion
- Data Migration & Transformation
- Employee Records Management

- Teamwork & Collaboration
- Leadership
- Communication & Negotiation
- Adaptability

## Courses

### Reading Financial Statements Corporate Finance Institute (CFI) ( March 2025, Online)

developed understanding of financial statements, improved skills in analyzing financial data and interpreting financial performance.

### Accounting Fundamentals Corporate Finance Institute (CFI) ( January 2025, Online)

Developed a foundational understanding of accounting principles and practices.

### Analyzing Growth Drivers & Business Risks Corporate Finance Institute (CFI) ( January 2025, Online)

Learned to identify key growth factors and assess business risks effectively.5cs of Credit Corporate Finance Institute (CFI) ( January 2025, Online)

Understanding and evaluating the five key factors of credit analysis: Character, Capacity, Capital, Collateral, and Conditions.

### Fundamentals of management consultation program ( September 2024, Online)

Shopped my problem-solving, and analytical skills, enabling me to deliver strategic, data driven solutions.

### Fintech Summer Sessions by Fintech Saudi (September 2023, Online)

Explored emerging trends and innovations in the fintech industry, focusing on Saudi Arabia.

## Languages

- Arabic
- English