

BATOL AHMED ALBALAWI

Tabuk, Saudi Arabia • +966 563758891 • batolalbalawi882@gmail.com

OBJECTIVE

Seeking a professional opportunity in a dynamic work environment where I can utilize my accounting knowledge and administrative skills. Aiming to contribute effectively to organizational goals while enhancing my practical experience. Committed to delivering high-quality results with attention to detail and accuracy. Dedicated to continuous learning and professional development.

EDUCATION

Bachelor's Degree in Accounting

- University of Tabuk
- Graduation Year: 2025

EXPERIENCE

Administrative Assistant – Mosaed Business Contracting Company

2.5 years

- Managed and organized data entry including invoices, receipts, and accounting records.
- Assisted in preparing financial and administrative reports.
- Supported daily office operations and coordinated tasks across teams.
- Maintained accuracy and confidentiality in handling sensitive information.

COURSES

- International Public Sector Accounting Standards
- Financial Accounting Principles
- Introduction to Data Science and Artificial Intelligence
- Cybersecurity Essentials

SKILLS

- Data entry and management in accounting systems (invoices, receipts, records)
- Strong numerical and analytical skills
- Proficient in various accounting software
- Ability to work effectively in a team
- Time management and organizational skills
- Attention to detail and accuracy
- Problem-solving skills
- Communication and interpersonal skills
- Adaptability to changing work environments
- Professionalism and commitment to deadlines

LANGUAGES

- Arabic
- English