

Abdulaziz Khalawi Alanazi

Administrative assistant | Treasurer | Transaction tracker



Saudi Arabia Riyadh

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[AbdulazizAlanazi](#)

PROFESSIONAL OBJECTIVE

An enthusiastic, detail-oriented, no-nonsense surveyor seeking to apply what I have learned in my academic life to contribute to a dynamic team in a reputable organization.

EXPERIENCE

- *Administrative Assistant from October 2023 until now*
- *Treasurer from May 2022 to October 2023*
- *Suspended from 2018 to 2022*

EDUCATION

College of Technology

Intermediate diploma

Department: Civil and Architectural Technology

Specialization: Surveying Technology

▪ Technical Skills

- Microsoft Office
- Financial Reporting
- Auditing
- Taxation & Tax planning

▪ Soft Skills

- Communication skills
- Problem-Solving
- Analytical Thinking
- Teamwork
- Time Management
- Adaptability

LANGUAGE

- Arabic
- English

Courses

- English language course (40 hours)
- Membership certificate S C E

Membership Category: Technical Specialization: Surveyor Membership Start Date: 12/8/2024