

Bandar Alghamdi

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Education

BBA, Finance: Expected Graduation 2021

Clarkson University – Potsdam, U.S

English language school: Dec, 2015

Tamood – Vancouver, Canada

High School Diploma: May, 2011

Alamjad School - Riyadh, Saudi Arabia

Skills

- Microsoft Office Suite
- Accounts payable and receivable
- Priority management
- Fluent in Arabic and English

Work History

Nas Airlines-Riyadh, Saudi Arabia

Financial Accountant, Sept. 2018-Nov. 2018

- Prepared invoices to send to oil suppliers.
- Organized over 1000 ticket requests from employees, created excel spreadsheet to assist supervisor
- Developed cross-departmental communication emails to clarify orders and correct miscommunications

Alfaker – Riyadh, Saudi Arabia

Operation supervisor, Aug, 2013

- Adjusted job assignments and schedules to keep pace with dynamic business needs, factoring in processes, employee knowledge and customer demands.
- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows to meet any daily demand.
- Conducted routine inspections of incoming materials to check quality and compliance with established product specifications.

Accountant, May, 2012

- Analyzed budgets, financial reports and projections for accurate reporting of financial standing.
- Completed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts.

Salesman, Jan, 2012

- Maintained an up-to-date knowledge of product and service offerings to serve as an informational resource to customers and team members.
- Operated the cash register and assisted co-workers with complex transactions.
- Communicated with customers to assist with questions, problems and complaints in person.
- Collaborated with two other employees to manage client expectations; delegated responsibilities to other employees to ensure that customers were seen in a timely manner