

Hisham Al-Shamani

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Career Objective

Motivated accounting graduate I seek to apply analytical and financial skills to support accurate reporting, improve financial processes, and contribute to organizational success

Education

Bachelor's Degree in Accounting – Second Class Honors, GPA: 4.64 – Taibah University
Graduation Year: 8/2025

Work Experience

Trainee – Financial Management Department, Madinah Municipality Jun 2025 – Aug 2025

Responsibilities:

- Received and reviewed letters of guarantee and payment orders.
- Audited financial data to ensure accuracy and compliance with standards.
- Recorded financial data using Excel and the Etimad platform.
- Assisted in daily financial department operations, including organizing documents and managing transactions.

Training Courses

- Microsoft Excel Course – Doroob – 2025
- Microsoft Word Course – Doroob – 2025

Skills

- Adaptable and collaborative in team environments
- Strong and constructive communication skills
- Quick learner with high accuracy
- Effective time management
- Proficient problem-solving abilities
- Bookkeeping
- Preparing financial records

Languages

- English
- Arabic