

ABDULRAHIM ABDULLAH ABED

Riyadh, KSA | +966 50 008 9810 | abdelrahim.abed05000@gmail.com | www.linkedin.com/in/aaabed2

SUMMARY

Detail-oriented and motivated individual with basic financial knowledge and a passion for continuous learning. Able to communicate effectively, collaborate with teams, and support simple government-related processes. Eager to grow and contribute to a dynamic work environment

EDUCATION

Higher Diploma in Human Resources

Expected: 2026

King Saud University

Bachelor's Degree in Applied Finance

2020 - 2024

King Saud University

GPA: 4.72 out of 5.00 very good with 2nd Class Honors

WORK EXPERIENCE

Government Relations Officer

04/2025 – 06/2025

British Council

- Coordinated and executed government liaison tasks including visa issuance, Iqama renewals, and passport processing using the Muqem platform, ensuring full legal compliance.
- Liaised with the Ministry of Foreign Affairs (MOFA) for document authentication and approvals.
- Digitized and archived over 200 sensitive documents into the internal content management system, improving accessibility and compliance with data retention policies.
- Prepared and tracked air waybills for domestic and local shipments, ensuring timely and secure delivery.
- Handling daily government tasks through regular office visits
- Documented and reported proof of successful visa issuance and Iqama procedures

Government Relations Officer

11/2024 – 04/2025

EtonHouse International Education Group

- Eton House signboard installation in compliance with regulations

Cashier

08/2024 – 10/2024

Abdullah Al-Othaim Markets

- Operated POS systems with accuracy, processed customer transactions, and handled daily cash reconciliation.
- Delivered excellent customer service while maintaining efficiency in a high-traffic retail environment.
- Adhered to company policies on returns, refunds, and inventory control.

TRAINING & INTERNSHIPS

Cooperative Training

2024

Hafs Quran Memorization School

- Applied academic concepts in a real educational and administrative work environment.
- Supported administrative and organizational tasks related to daily educational operations.
- Assisted in the preparation, organization, and maintenance of records, files, and reports.
- Developed professional discipline, communication skills, and accountability within an educational institution.

Cooperative Training

01/2024 – 05/2024

Saudi Food and Drug Authority SFDA

- Assisted with the auditing process
- Basic financial analysis within the Investment Management Department

- Collecting historical financial data for investment research
- Selecting stocks from mutual funds to make a portfolio

Corporative Training

07/2023 – 08/2023

Alinma Bank Training

- Basic knowledge of the bank environment and the control department.
- Exploration of financial statements

COURSES

- Effective Marketing Code "E-Marketing" (1 Month) (Ammar Omar).
- English Language Classes (90+ Hours), CAMBLY.
- McKinsey Forward Program.

TESTS

Passed IELTS Test (Band Score: 5.5)

International English Language Testing System

Passed STEP Test (71 out of 100)

Standardized Test of English Proficiency

ACHIEVEMENTS

Dean's Award for Outstanding Students

King Saud University, 2021-2022 (Batch 15)

SKILLS

Professional

- Government Relations & Liaison, Visa & Iqama Processing.
- Communication with Government Authorities.
- Permit & Licensing Coordination, Customer Service & Point of Sale (POS) Operations.
- Report Preparation & Documentation, Administrative & Office Support.

Personal

- Data Entry & Record Keeping, Data Analysis, Team Collaboration, Effective Communication.
- Analytical Thinking, Detail-Oriented, Productive, Proactive Learner, Adaptable and Resilient.
- Computer, Microsoft Office Suite (Excel, Word, Outlook).
- Governmental Platforms, Social Media.

LANGUAGES

- Arabic: Native
- English: Fluent