

Abdulrahman Alhafi

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Riyadh

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PROFESSIONAL SUMMARY

I have practical experience in Business Administration, where I enjoy applying my knowledge in both financial and management matters. I like to use data to understand the bigger picture, help coordinate projects to keep them running smoothly, and always look for ways to improve how we work as a team. I believe that good communication and teamwork are key to success, and I use the Microsoft Office Suite daily to get my work done. I'm looking for a positive work environment where I can bring my experience and contribute to the success.

EDUCATION

Al Majma'ah University | Kingdom of Saudi Arabia
Master of Business Administration (MBA)

Aug 2025 – Expected Sep 2027

Shaqra University | Kingdom of Saudi Arabia
Business Administration (Major: Finance)

Jan 2015 – May 2019

WORK EXPERIENCE

Dallah Albaraka | Kingdom of Saudi Arabia
Internal Auditor

Dec 2023 – Present

- *Conduct financial and operational audits to assess risks and evaluate internal control effectiveness.*
- *Test compliance with policies and regulations, reporting findings and recommending process improvements.*

Third Health Cluster | Kingdom of Saudi Arabia
Administrative Officer

Jan 2020 – Nov 2023

- Coordinated departmental scheduling, meetings, and official correspondence.
- Compiled administrative reports and maintained confidential data and records.

M&S Company | Kingdom of Saudi Arabia
Financial Analyst

Feb 2015 – Dec 2019

- *Analyzed financial data, developed P&L forecasting models, and prepared decision-support reports.*
- *Promoted from Data Entry (managed accounting data & reconciliations) for strong analytical performance.*

CERTIFICATIONS

- Introduction to Cybersecurity Certificate from CISCO.
- Certified GRC Auditor (GRCA) from OCEG.
- The International Introduction to Securities & Investment (CME-1) from CISI.
- Certified GRC Professional (GRCP) from OCEG.
- Integrated Risk Management Professional (PMP) from OCEG.

Training Courses

- Artificial Intelligence: Concepts and Advanced Applications from SDAIA.
- Internal Control System from The Institute of Public Administration (IPA)
- Analyzing and fixing Budget Problems (IPA)

VOLUNTEERING

Ministry of Health | Kingdom of Saudi Arabia

Aug 2022 – Nov 2022

Patient Experience Management

- Managed the patient complaint and suggestion process, ensuring timely resolution and analyzing data to prevent recurrence.
- Planned and monitored improvement projects related to patient experience.
- Developed and delivered training programs for staff on patient-centered communication, empathy, and service recovery standards.

SKILLS

Languages: Arabic (*Native*), English (*Advanced*), Spanish (*Basic*)

Microsoft Office: Proficient in Word, Excel and PowerPoint

Hard Skill: Proficient in ERP Systems, Risk Management, Digital & Tech Skills

Soft Skill : Adaptability & Flexibility, Emotional Intelligence, Effective Communication