

## SALMAN ALI ALKHALDI

**OBJECTIVE** To obtain an entry position in Business Administration and Accounting in a respectful company where it will allow me the opportunity to enhance my knowledge and skills in my field.

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**SKILLS & ABILITIES** **Languages:** English, Arabic  
**Software:** Microsoft office.  
**Personal Skills:** Teamwork, Well communication skills, Self-motivated, Effective in problem-solving

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### EXPERIENCE

#### **SAUDI STUDENT CLUB AT WOODBURY UNIVERSITY**

2015-2016

Public Relations

#### **COMMUNITY SERVICE - VOLUNTEER**

2016

Giving back to the community, Visited shelters and helped the poor.

#### **MOURADIAN FILIAN & COMPANY (MF&CO)**

2017

- Processing payroll.
  - Prepare Tax Reports.
  - Bookkeeping and Bank reconciliation.
  - Quarterly Sales Tax Filings for Retail Stores.
  - Basic Personal Income of files to make they were in order in preparation for the audit.
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### EDUCATION

#### **Major BUSINESS ADMINISTRATION / ACCOUNTING**

Graduation Date: May 12, 2018

**2015-2018 WOODBURY UNIVERSITY – BURBANK, CA**

GPA 3.40 / 4.00

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COURSES & AWARDS

**PROFESSIONAL DEVELOPMENT CENTER - GLOBAL DIVISION**

- Project Management Fundamentals
- Quality Management
- Global Leadership
- Lean Manufacturing

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REFERENCES

**AVAILABLE UPON REQUEST**