



Mohammed Hassan Abubaker

FINANCE INTERN

Professional Summary

Finance-focused professional with a Bachelor's degree in Financial Services Management and currently pursuing a Master's in International Trade and Logistics. Experienced in administrative and operational support, data handling, workflow coordination, and process improvement. Proficient in Microsoft Office and Power BI, with a strong interest in financial controlling, reporting, dashboard development, automation, and continuous improvement.

Employment History

Support office assistant, Wittenborg University of applied sciences., Apeldoorn

SEPT 2023 – MAR 2024

Served as an office support assistant at Wittenborg University of Applied Sciences, contributing to the efficient operation of administrative processes. Responsibilities included assisting with data entry, managing correspondence, and supporting faculty and staff with daily tasks. Focused on improving organizational efficiency through effective communication and problem-solving. Played a key role in maintaining a well-organized office environment, ensuring smooth operations.

- Assisted with document organization, correspondence, and information handling to support efficient office processes.
- Coordinated meetings and schedules while communicating with faculty and staff across the organization.
- Improved filing systems and document organization to strengthen workflow efficiency and accessibility.
- Supported daily administrative activities with strong attention to detail and accuracy.

Operations administrator, al madina tripoli, Tripoli, Libya

APR 2024 – AUG 2025

- Managed daily operational activities, monitored workflows, and coordinated tasks across departments to support efficient business performance.
- Supported process improvement initiatives that contributed to increased productivity and reduced operating costs.
- Coordinated with departments to align operational activities with business objectives and ensure timely task completion.
- Applied analytical thinking and problem-solving to identify operational issues and support practical improvements.
- Maintained accurate records and organized workflows while ensuring accountability for daily activities.

Education

Financial services management, Wittenborg University of applied and sciences., Apeldoorn

FEB 2020 – NOV 2024

MBM international trade and logistics., Wittenborg University of applied and sciences., Apeldoorn

APR 2026 – DEC 2027

Details

Laan van westenenk 4
Apeldoorn 7336 Az
Netherlands
[0031657865480](tel:0031657865480)
mohayahya98@gmail.com

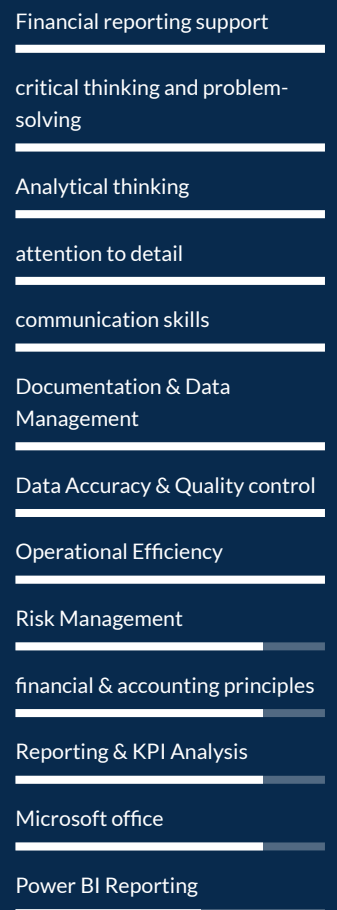
NATIONALITY

Libyan

DATE / PLACE OF BIRTH

14/04/1998
Tripoli

Skills



Languages



